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ABSTRACT

This report contains the results of a nationwide survey of state and territorial regulatory agencies. The purpose of the study was to gather information on day care center licensing and regulation. In May 1991, questionnaires were sent to the central day care regulatory agency in each of 53 states and territories. In an introductory section of the report, frequently asked questions about day care center regulation are presented together with answers drawn from the study's data. The bulk of the report is a listing by state of the information gathered from the questionnaire. This information is presented in 14 categories: (1) regulations and requirements; (2) prescreening, training, and staff qualifications; (3) complaint procedures; (4) documentation on children; (5) transportation; (6) discipline; (7) infant care programs; (8) school-age programs; (9) regulations concerning children with special needs; (10) programs for sick children; (11) subsidized child care; (12) child abuse and neglect; (13) a list of local offices; and (14) pending legislation. It is concluded that even though all the states and territories require day care center licensing, there is no uniformity in the regulation of day care centers. (BC)

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The 1991 Day Care Center Licensing Study

INTRODUCTION

The 1991 Day Care Center Licensing Study contains the results of a nationwide survey of state and territorial regulatory agencies to gather child day care center licensing and regulatory information. This data has been organized into fourteen categories:

- o Regulations and Requirements
- o Prescreening, Training and Staff Qualifications
- o Complaint Procedure
- o Child Documentation
- o Transportation
- o Discipline
- o Infant Care Programs
- o School Age Programs
- o Special Needs Child Care Regulations
- o Sick Child Care Programs
- o Subsidized Child Care
- o Child Abuse and Neglect
- o Local Contact
- o Pending Legislation

The overriding conclusion to be drawn from this study is that there is no uniform way in which states or territories regulate child day care centers. For many of the categories there are a number of variables and exceptions to be found even when the states or territories define the categories in very similar ways. The **only** uniformity is that all do require child day care centers to be licensed.

It is the intention of The Children's Foundation that the information in this study be useful to day care center directors and staff, advocates, the media, regulatory agencies, and policy makers as each group makes decisions about or works on behalf of children and families.

This study is available from The Children's Foundation for \$20.00 which includes third class postage. First class shipment is available for an additional 10%.

October 1991

Methodology

The information in this study was collected through a four page questionnaire. The data was secured from the central regulatory agency in each of the fifty states, the District of Columbia, Puerto Rico, and the Virgin Islands. Questions were developed from several sources: The questionnaire for The Family Day Care Licensing Study, phone calls to The Children's Foundation by individuals looking for information, and specific information requested by child care resource and referral organizations. The mailing took place during the month of May, 1991.

After this information was gathered, proof sheets were sent back to the regulatory agencies for verification. This verification process took place during the months of August, September, and October, 1991. If a state or territory has two asterisks (**) after the number of day care centers, it means we did not have verified information by date of press.

The name and address of the regulatory agency that supplied and verified the information for each entity is located at the top of the page.

The fifty-three states or territories are listed alphabetically and a list of each the regulatory agency contacts is in alphabetical order at the back of the publication.

Acknowledgements

We are grateful to the various child care officials in the regulatory agencies who took the time out of their extremely busy schedules to provide and verify the information contained in this study.

We are particularly appreciative for the encouragement and the partial funding we received from The Partnership Group, Inc., Lansdale, PA, to initiate and carry out this study.

We would like to thank Alice Kirsch, our student intern from the University of Virginia, who conducted most of the work on this study and Sandra Gellert, Project Director, who completed it when Alice returned to school.

We hope this study will be of value to those working in the areas of child day care and early childhood education.

Kay Hollestelle
Executive Director

1991 DAY CARE CENTER LICENSING STUDY
The Children's Foundation

In this section, the some of the data is presented in a question and answer format in order to address the frequently asked questions about day care center regulations in the United States. We invite you to refer to the study itself for details on each state or territory.

Questions and Answers Summary

Q - How many day care centers are there in the United States, the District of Columbia, Puerto Rico, and the Virgin Islands and how many of these require licensing?

A - There are 86,212 day care centers. This figure includes nursery and pre-schools in some states where there is no distinction in the licensing process.

All require centers to be licensed.

Q - How many states require pre-approval inspections prior to licensing?

A - All except ND.

Q - How many and what states require license renewal every year, every two years, every three years?

A - Twenty seven states (51%) require the license to be renewed annually: DC, DE, FL, GA, IN, IA, KS, KY, LA, ME, MD, MS, MT, NV, NM, NC, OK, OR, PA, RI, SD, TN, UT, VA, VI, WY.

Eighteen states (34%) require the license to be renewed every two years: AL, AK, AR, CO, CT, ID, IL, MA, MI, MN, MO, NE, NY, OH, PR, SC, WV, WI.

Only five states (9%) require the license to be renewed every three years: AZ, CA, NH, NJ, WA.

Three states have a combination or other variation: ND has both one year and two year licenses and VT licenses from one to three years; TX has a non-expiring license with an annual fee.

Q - How many states require centers to carry general liability insurance?

A - Only twenty-two states (42%) require the day care centers to have general liability insurance: AK, AZ, DE, IL, KS, KY, LA, ME, MT, NV, NJ, NY, ND, PA, PR, RI, SD, UT, VT, VA, WI.

Q - How many states require some amount of in-service training for directors and staff and how many have no requirement?

A - Only eleven states (2%) have no in-service training requirement: CA, CO, HI, ID, MI, MT, NH, NJ, PA, PR, SC.

Thirteen states (2.5%) require some kind of in-service training, but amounts vary by staff position or are unspecified: AL, CT, DC, LA, MD, MN, NC, NY, RI, VI, VT, WA, WV.

Two states: ME (full time staff only) and NM require 24 hours and two states: MA and SD require 20 hours.

Seven states (1%) require 15 hours: DE, IL, MI, OH, OR, TX, WI;

Six states (1%) require 12 hours: AK, AZ, IN, MO, NE, TN;

Four states require 10 hours: AR, GA, KS, ND;

Three states require 8 hours: FL, VA, WY;

Four states require 6 hours: IA, KY, OK, VT.

Q - How many states do not prescreen day care center staff through criminal background checks, fingerprinting, child abuse clearances, or a combination?

A - Fourteen states (3%) do not require prescreening by criminal background check, fingerprinting, or child abuse clearances: AL, AK, AR, CT, DE, DC, IN, NC, NJ, OH, OK, TN, WI, WY; Two additional states require it for the director/licensee only: MO, VT.

Q - How many states allow corporal punishment?

A - Eight states (1.5%) still allow corporal punishment in some form as follows: AK, AR, LA (Class B), OH, SC - with written permission; MA - policy must be posted and parents given a copy; AR - only for children over three, by the director with parents permission; TX - only for children age six and with parents permission; WY - nothing excessive.

Three states have no policy: DC, ID, NC.

Q - How many states require special training of staff to care for infants? special needs children? sick child care?

A - Only eleven states (2%) require special training for infants: CO, HI, IN, KS, MD, MA, MS, NE, NY, WI, WY.

Only ten states require (2%) some special training for the care of special needs children: AZ, DE, HI, IL, KS, MS, NM, NY, PA, VI.

Only four states require special training for sick child care: CO, DE, MS, NM.

Q - How many states have policies that require immediate closing of a day care center?

A - Thirty-one states (58%) have some kind of policy that permits the immediate closing or suspension of operation of a day care center: AL, AK, AR, CA, CT, DE, DC, HI, ID, IL, IN, KS, MA, MI, MT, NE, NH, NJ, NM, NY, PR, RI, SD, TN, TX, UT, VT, VI, WA, WI, WY.

ALABAMA

Information

Supplied by: Betty Maxwell, Assistant Supervisor
Office of Day Care and Child Development
State of Alabama - DHS
50 Ripley Street
Montgomery, AL 36130
(205) 242-1425

1100 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately.
- Licenses are renewed every 2 years; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 32 sq. ft.; outdoor - 60 sq. ft. (over 2 1/2); 50 sq. ft. (under 2 1/2).
- Staff/child ratios: infants - 1:6; toddlers - 1:8; 2 1/2 - 3 years - 1:12; 4-6 years - 1:20; schoolage - 1:25.
- Fire safety, building code, and health inspections required.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors and program directors; high school diploma or GED required for teachers and assistant teacher; no requirements for cook and service staff; all required to participate in center orientation.
- Program directors must obtain at least 8 clock hours of training each year; child care workers must obtain at least 4 clock hours of training each year; service staff shall obtain at least 2 clock hours of training each year.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to have a medical examination once every 4 years; Mantoux test for TB required once; service is offered for child abuse clearance, but is not required; fingerprinting, criminal background check, chest x-ray, AIDS test and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 19; younger staff can work but may not be counted in child/staff ratio.
- 3 written references from non-relatives, including at least one previous employer, required for center staff.
- CPR/first aid is not a separate preservice and/or in-service training requirement.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Length of time center has to come into compliance depends on situation.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are prioritized and investigated.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment is prohibited.

Special Needs Child Care Regulations

-Separate regulations for caring for special needs children exist.

Subsidized Child Care

-Is available; contact Gary Warren, State DHR, 50 Ripley Street; (205) 242-1650.

Child Abuse and Neglect

-Contact any Sheriff's Dept. or any County DHR office.

Local Contact

-2 counties have center licensing responsibilities.

Pending Legislation

-None.

ALASKA

Information

Supplied by: Patricia J. O'Brien
Social Services Program Officer
AK Division of Family & Youth Services
P.O. Box H-05
Juneau, AK 99811-0630
(907) 465-2145

260 licensed day care centers

Regulations and Requirements

- License required; programs that are primarily educational are regulated by the Dept. of Education.
- Licenses are renewed biennially; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:5; toddlers - 1:6; preschool - 1:10; kindergarten - 1:15; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
- Fire safety and sanitation inspections required biennially.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- 9 hours college level credit in early childhood education required for center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- 12 hours annual in-service training required for center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Skin test for TB is required annually for center staff; if TB test is positive, chest x-ray is required; medical examination may be required upon request; fingerprinting, child abuse clearance, criminal background check, AIDS test, and drug and alcohol tests are not required.
- No administrator or caregiver may have been convicted of crime of violence or moral turpitude in last 10 years.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for administrator is 21; minimum age requirement for caregivers is 18.
- 3 written references from non-relatives, including one from previous supervisor required for administrator; 3 written references from non-relatives required for caregivers.
- Centers must have at least one caregiver on duty at all times with current CPR and first aid training.

Complaint Procedure

- If well being of a child is in jeopardy, center may be closed immediately.
- Noncompliance situations where children are not in jeopardy require only a warning.
- Length of time center has to come into compliance is variable.

- Resource and referral agencies, as well as Day Care Assistance administrators, are notified when a center is closed.
- Complaints registered against a center are responded to.

Child Documentation

- Center must have on each enrolled child: emergency record card; record of immunizations; must keep daily attendance record.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- No form of corporal punishment may be used on newborns, infants, and children with special needs; only with prior written parental permission may controlled hand spankings with the open hand be used, when appropriate, with: a) no more than one slap on the clothed buttocks of a toddler; and b) no more than three slaps on the clothed buttocks of a preschooler or older child; and c) no other form of corporal punishment may be used.

Infant Care Programs

- No separate regulations for centers which service infants; centers may not care for new-borns (birth to 6 weeks).

Special Needs Child Care Regulations

- Staff orientation must include training in care of specific children with special needs; before admission of special needs child, there must be discussion with parent; mainstreaming of special needs children not required.

Sick Child Care Program

- Separate regulations for caring for sick children exist.

Subsidized Child Care

- Is available; contact Alaska Dept. of Community and Regional Affairs, Child Care Programs, 949 E. 36th Ave., Suite 400, Anchorage, AK 99508: (907) 563-1073.

Child Abuse and Neglect

- Call 1-800-478-4444, or call the nearest office of AK Division of Family and Youth Services.

Local Contact

- Division of Family and Youth Services regional offices exist.

Pending Legislation

- Pending legislation regarding the following: administrator must spend at least 1/2 time in facility; corporal punishment prohibited unless administered by parent; criminal history background clearance required; guidelines for care of mildly ill children provided.

ARIZONA

Information

Supplied by: Clyde Dangerfield, Office Chief
Department of Health Services
Office of Child Day Care Licensure
100 W. Clarendon, Suite 520
Phoenix, AZ 85013
(602) 255-1272

1200 licensed day care centers

Regulations and Requirements

- License required; no separate regulation of nursery/preschools.
- License renewed every three years; \$150 fee initially and at renewal which goes into the General Fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft. for infants and one year olds, 25 sq. ft. for two year olds and older; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:5; one year olds - 1:6; two year olds - 1:8; three year olds - 1:13; four year olds - 1:15; schoolage - 1:20; mixed age groups - the ratio of the youngest child in the group.
- Fire safety inspection required annually; building code inspection initially; sanitation inspection (where meals are cooked) required annually.
- General liability insurance is required; no requirement for professional liability.

Prescreening, Training, and Staff Qualifications

- A combination of preservice education/experience is required for all staff; different depending upon position.
- All staff required to participate in 12 hours of in-service training annually.
- No special training required for infant care, sick child care, or drop in care; training for special needs care may be required depending upon the severity of the special needs child and staff training.
- Fingerprinting and criminal background check required within 20 days of employment and upon transfer to another corporation or private business; Mantoux test for TB required prior to employment; chest X-Ray required if TB test is positive; no requirement for medical examination, child abuse clearance, AIDS test, or drug and alcohol test.
- Conditional hiring before results of prescreening is not regulated.
- No state recommended salary schedule for staff.
- Minimum age requirements: 16 years as a volunteer or paid with assistant teacher supervision; 18 years for teacher caregiver; 21 years for director.
- Six written references required: 3 personal and 3 professional.
- At least one person must be on premises at all times with current certificates in first aid and CPR.
- No requirements regarding substitutes.

Complaint Procedure

- No policies that require the immediate closing of a day care center.
- If found in violation of licensing regulations, center must come into immediate compliance or have written plan for correcting deficiencies and proposed date for completion.

- License may be revoked or suspended at any time for fraud or deceit in obtaining the license; center personnel incorrectly registered; center has personnel addicted to drugs or alcohol, who have engaged in physical, emotional or sexual abuse, who use unacceptable disciplinary methods, or failure to comply with the provisions of the Day Care Act.
- Resource and referral agencies are notified of center closings through telephone contact.
- Complaints against a center are responded to as follows: within 48 hours for alleged child abuse or immediate danger; 5 days for serious in nature, but no indication of immediate danger to health and safety; 10 days for all other complaints; 20 days for out-of-area complaints.

Child Documentation

- Complete file must be maintained on each child; must be enrolled by parent or guardian; record of proper immunizations.

Transportation

- Vehicle must be properly maintained; driver must be at least 18 years of age, hold a current Arizona driver's license, and current first aid certificate.
- Child restraints required, depending up age/weight of child.
- First aid kit and children's emergency medical care authorization must be in vehicle.

Discipline

- Corporal punishment not allowed.

Infant Care Programs

- No specific regulations that apply only to infants.

School Age Programs

- No specific regulations that apply only to school age.

Special Needs Child Care Regulations

- No specific regulations that apply only to special needs.
- No mainstreaming required.

Sick Child Care Program

- Sick children are not allowed under present regulations.

Subsidized Child Care

- Is available; contact Department of Economic Security (602) 542-0238.

Child Abuse and Neglect

- Cases of child abuse or neglect should be reported to Child Protective Services (602) 266-0282.

Local Contact

- Three state offices - Phoenix, Flagstaff and Tuscon.

Pending Legislation

- Legislation is pending on rules and regulations for school age, special needs, and sick child care.

ARKANSAS

Information

Supplied by: Virginia Reid
Administrator, Child Care Licensing
Division of Children & Family Services
P.O. Box 1437, Slot 720
Little Rock, AR 72203-1437
(501) 682-8590

1600+ licensed day care centers

Regulations and Requirements

- License required when 6 or more children are in care; nursery/preschools not licensed separately.
- Licenses are renewed bi-annually; license fee - \$30 for 2 year license for 24 or fewer children; \$50 for 2 year license for 25 or more children; all fees deposited in the Child Care Provider Training Fund for training grants.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:6; toddlers - 1:9; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:18; schoolage - 1:25; mixed age group - meet ratio for youngest child in group.
- Fire safety and sanitation inspection required annually; zoning required initially.
- No liability insurance or professional insurance required.

Prescreening, Training, and Staff Qualifications

- Center directors must have a high school diploma plus 4 years experience or a CDA or AA degree with an emphasis in early childhood, or a Bachelor's degree; lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff must have a high school diploma or GED.
- 10 hour annual in-service training required for center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Center staff not required to be prescreened by medical exam, finger printing, child abuse, criminal background check, chest x-ray or Mantoux test for TB, AIDS, drug or alcohol.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center director is 21; minimum age requirement for remaining center staff is 18.
- Written references required from last 6 years of employment.
- CPR/first aid is not a separate preservice or in-service training requirement.
- No policy regarding the requirements for use of temporary substitutes.

Complaint Procedure

- Only in emergency situations is a center required to immediately close.
- Warning required for items not thought to immediately jeopardize health or safety.
- Length of time center has to come into compliance depends on severity of the non-compliance.
- Once closed, the center is removed from the information systems of resource and referral agencies.
- Complaints registered against a center are responded to.

Child Documentation

-Child records must be kept and made available to Division of Children and Family Services Licensing staff on request.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment allowed only for children over the age of 3; only by director, with open hand, signed parental permission.

Infant Care Programs

-Separate regulations for centers which service infants exist.

School Age Programs

-Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

-Division of Developmental Disabilities Services does licensure for DDS sites. If non-special needs children are in care, a dual license is required. Day Care Licensing requirements are in the process of revision. A sub-group is developing standards for special needs children when mainstreamed or when DD programs encourage the reverse.

Sick Child Care Program

-Any child who becomes ill and unable to participate in the daily activities, must be isolated and supervised. Appropriate action should be taken to meet the individual needs of the child. Parents or guardian must be notified and requested to pick up child.

Subsidized Child Care

-Is available; contact Bobbie Ferguson, DCFS Subsidized Day Care, P.O. Box 1437, Slot 626, Little Rock, AR, 72203-1437: (501) 682-8763.

Child Abuse and Neglect

-Call 1-800-482-5964.

Local Contact

-Contact Local Division of Children and Family Services/Department of Human Services Office in every county.

Pending Legislation

-None.

CALIFORNIA

Information
Supplied by:

Fred Miller
Deputy Director
Dept. of Social Services, Community Care Licensing Division
744 P Street, MS 19-50
Sacramento, CA 95814
(916) 322-8538

10637 licensed day care centers

Regulations and Requirements

- Licenses are mandatory unless exempt by law; nursery/preschools not licensed separately; ("day care center" is used generically to license nursery schools, preschools, Montessori schools, and Head Start, etc.).
- Licenses are renewed every 3 years; no license fee, but there is pending legislation to establish annual licensing fees of from \$100 to \$300 based on capacity.
- Preapproval inspections required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; preschool - 1:12; schoolage - 1:14; mixed age groups - 1:12.
- Fire safety inspection required at time of application for licensure.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- No annual in-service training required.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to be prescreened by medical examination; fingerprinting required at time of licensure and employment; child abuse clearance required prior to licensure and employment; FBI criminal background checks are required when the individual has been in California for less than two years; TB test must be performed not more than one year prior to or seven days after initial presence in the facility; AIDS test and drug and alcohol tests not required.
- Staff are allowed to be hired and begin working in the center pending fingerprint clearances. All other clearances as stated above must be submitted/cleared prior to employment.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; teacher aides may be less than 18 years old provided that they are either high school graduates, or that they are currently participating in an occupational program conducted by an accredited high school or college; teacher aides must work only under the direct supervision of a teacher.
- No written references required for center staff.
- CPR/first aid is a separate preservice and/or in-service requirement for centers caring for mildly ill children.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Policies that require only a warning exist.
- Time frames for centers to come into compliance vary depending on the type of deficiency to be corrected. Time frames are developed jointly between the center staff and the Licensing staff.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against centers are responded to.

Child Documentation

- Records on each child must be maintained.

Transportation

- Separate regulations concerning the transportation of children exist.

Discipline

- Corporal punishment is prohibited.

Infant Care Programs

- Separate regulations for centers which service infants exist.

School Age Programs

- Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

- All current licensing regulations would apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of special needs children.

Sick Child Care Program

- All current licensing regulations apply and through the use of waivers and exceptions, alternative requirements would be substituted for existing regulations that would be more appropriate and necessary for the care of mildly ill children.

Subsidized Child Care

- Is available; contact Dr. Robert Cervantes, Director, State Department of Education, Child Development Division, 721 Capitol Mall, Sacramento, CA 95814; (916) 322-6233.

Child Abuse and Neglect

- Complaints of suspected child abuse can be filed in any of the 16 state licensing offices, 48 county licensing offices, any law enforcement (city or county) and child protective offices located in every one of the 58 county social/health/welfare offices.

Local Contact

- 19 district offices statewide which report to four regional offices.

Pending Legislation

- Pending legislation which may establish licensing fees.

COLORADO

Information

Supplied by: Dana Andrews
Licensing Administrator
Colorado Department of Social Services, OCCS
Office of Child Care Services
1575 Sherman St.
Denver, CO 80203-1714
(303) 866-5958

1351 licensed day care centers

Regulations and Requirements

- Licence required; nursery/preschools not licensed separately.
- Licenses renewed every 2 years; license fee ranges from \$30 - \$80, depending of number of children in center.
- Preapproval inspection required.
- Space requirements per child: indoor - infants: 50 sq. ft.; toddlers: 45 sq. ft.; preschool and school age 30 sq. ft.; outdoor - 75 sq. ft.; a minimum of 1,500 sq. ft. with 150 sq. ft. of shaded area; infant play yard, 400 sq. feet.
- Staff/child ratios: infants - 1:5; toddlers - 1:5; 2 year olds - 1:7; 2 1/2 to 3 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:12; five year olds and up - 1:15.
- Separate inspections required every 2 years by the Fire and Health Departments.
- Building code inspection required at opening and at capacity changes.
- No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides (infant/toddler only), and infant nursery supervisor - variety of combined education and experience options available; no requirements for the dietician and kitchen staff.
- Annual in-service training not required.
- Special training required for infant care and may be required for individual situations for sick child care--handled on an appeal basis; no special training required for special needs care or drop in care.
- Staff required to be prescreened by fingerprinting, child abuse clearance, criminal background, Mantoux test for TB, and medical examination; chest x-ray required only if sensitive to skin TB test; AIDS test and drug and alcohol test are not required.
- Conditional hiring is allowed prior to results of prescreening.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 16; 16-18 year olds required to have direct supervision of a group leader.
- Written references required to verify previous employment and position qualifications.
- CPR/first aid is a separate preservice/in-service training requirement; there must be someone at the facility at all times who has current certification in CPR and first aid; one person at all times in each infant room and one person at all times in the toddler nursery area.
- Substitutes must meet the qualifications of the position of the person for whom they are substituting.

Complaint Procedure

- No written policies that require immediate closing of a center.
- No warning policy; all violations must be corrected.
- Usual timeframe for center to come into compliance is immediate.
- Currently working on a new process for notifying resource and referral agencies when a center is closed.
- Response process when a complaint is registered against a center: very serious (1-3 working days); serious (4-10 working days); moderate (10-15 working days); mild (14-20 working days); and very mild (14-20 working days).

Child Documentation

- For child enrollment, must have child health history and immunizations, social history, emergency authorizations and phone numbers of people to contact in an emergency, and medication authorizations, and authorizations for special activities provided by the center.

Transportation

- Children must be in approved child restraint system to recommended age and must have written permission to transport.

Discipline

- Corporal punishment is prohibited.

Infant Care Programs

- Additional staff requirements for centers which service infants, specifically for the infant nursery supervisor.

School Age Programs

- There is a completely different set of regulations specific to the needs of school agers.

Special Needs Child Care Regulations

- No special regulations for caring for special needs children; regulations say that if children with special needs are served, then there must be a statement in the center policies stating such and a description of which special needs can be accommodated.

Sick Child Care Program

- At this time regulations do not allow mildly ill children in care.

Subsidized Child Care

- Is available; contact Colorado Department of Social Services, Office of Child Care Services: (303) 866-5958.

Child Abuse and Neglect

- Contact each county Department of Social Services.

Local Contact

- No local contact offices; all day care center licensing staff are located at the state office.

Pending Legislation

- None.

CONNECTICUT

Information

Supplied by: Wesley Bell
Day Care Licensing Supervisor
Connecticut Dept. of Health Services
150 Washington Street
Hartford, CT 06106
(203) 566-2575

1500 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed every 2 years; license fee is \$100.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft. (usable footage).
- Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool (over age 3) - 1:10; schoolage - 1:10; mixed age groups - 1:4.
- Fire safety inspection required annually; building code and zoning inspection required initially; health inspection required every 2 years.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and specific experience required for center directors and lead/head teachers; no requirements for assistant teachers, teacher aides, or the dietician and kitchen staff.
- Annual in-service training required.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Medical examination required for center staff; mantax test for TB required if necessary; fingerprinting, child abuse clearance, criminal background check, chest x-ray, AIDS test, and drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center director and lead/head teacher is 20.
- Written references required.
- One staff member who is trained in first aid must be on the premises at all times.
- Requirements for temporary substitutes are the same as those for regular center staff.

Complaint Procedure

- Policies that require immediate closing of a center are based on individual cases.
- Length of time center has to come into compliance is not specific in law.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are responded to.

Child Documentation

- The operator of a center must be responsible for maintaining records on each enrolled child which must be kept current and be available at the center.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Separate regulations for centers which service infants exist.

School Age Programs

-Separate regulations for before and after school programs exist.

Subsidized Child Care

-Is available; contact Annette Lawing, Dept. of Human Resources, (203) 566-4972.

Child Abuse and Neglect

-Contact DCYS: (203) 566-4184.

Local Contact

-3 locations within the state.

Pending Legislation

-None.

DELAWARE

Information

Supplied by: Pauline D. Koch
Administrator, Office of Child Care Licensing
Dept. of Services for Children, Youth and Their Families
DE Youth and Family Center
1825 Faulkland Road
Wilmington, DE 19806
(302) 633-2700

198 licensed day care centers

Regulations and Requirements

- License required for center providing care for more than 4 hours per day; nursery/preschools are not licensed separately.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft. per child for the maximum number of children who will use the playground at any one time; play area must be large enough to accommodate at least 1/4 of the licensed capacity at any one time.
- Staff/child ratios: infants - 1:4; 12 to 24 months - 1:7; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 years - 1:15; 5 years and up - 1:25; mixed age groups - for children under 24 months of age, the ratio shall be that for the age of the youngest child in the group; for mixed age groups with children over 24 months of age, the ratio shall be that required for the age group with the largest number of children present in the group.
- Fire safety and Public Health inspections required annually; building code inspection required once, prior to opening.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center program directors, caregivers, assistant caregivers, and kitchen staff.
- 15 hours annual in-service training required for center staff.
- Special training required for special needs care and sick child care; no special training required for infant care or drop in care.
- Center staff required to be prescreened by Mantoux test for TB, chest x-ray (if test is positive to TB) and medical examination; fingerprinting, child abuse clearance, criminal background check, AIDS test, and drug and alcohol tests are not required.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center staff is 16 years; an assistant caregiver must be at least 16 years of age and work under the observation and supervision of a caregiver or Program Director at all times.
- At least 2 character references are required.
- A staff person certified in first aid and a staff person certified in CPR for infants and children must be present at the center at all times during the hours of operation.
- A center shall have substitute staff, including documentation of qualifications; if a substitute is used for two months continuously or longer, the person shall be fully qualified for the position.

Complaint Procedure

- Immediate closing of a center is required if it is determined that the children are in imminent danger.
- Policies for closings and warnings depend on the nature of the complaint.
- Length of time center has to come into compliance depends on the nature of the noncompliance.
- When a center is closed, resource and referral agencies are notified by telephone in order to establish a procedure for helping parents to locate alternative child care arrangements.
- When a complaint is registered against a center, the complaint must be responded to within 10 working days followed by a written report within 30 working days.

Child Documentation

- The center shall make every effort to ensure that admission procedures involve a meeting with the parents(s) to secure necessary information.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Corporal punishment is not permitted; only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-direction, self-esteem and cooperation may be used.

Infant Care Programs

- There are specific requirements which pertain to infants, including age-appropriate activities, feeding, sleeping, diaper changing, etc.

School Age Programs

- Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

- Separate regulations for caring for special needs children exist; mainstreaming of special needs children is permitted and encouraged when possible.

Sick Child Care Program

- Separate regulations for caring for sick children exist.

Subsidized Child Care

- Is available; contact Norvella J. Brown, DES, DE State Hospital, 1901 N. DuPont Highway, CT Building, New Castle, DE 19720: (302) 421-8299.

Child Abuse and Neglect

- Call 1-800-292-9582 or 1-302-633-2700.

Local Contact

- One office located in New Castle County and one office located in Dover (serving Lower New Castle, Kent and Sussex County).

Pending Legislation

- None

DISTRICT OF COLUMBIA

Information

Supplied by: Frances Bowie, Administrator
Service Facility Regulation Administration
Department of Consumer & Regulatory Affairs
614 H Street, NW
Washington, DC 20001
(202) 727 7226

332 licensed day care centers**

Regulations and Requirements

- Licensing required; nursery/preschools not regulated separately.
- License renewed annually; no fee required.
- Preapproval inspection required.
- Space requirements per child: indoor - 45 sq. ft. for infants, 35 sq. ft. for others; outdoor - 60 sq. ft.
- Staff/Child Ratios: infants - 1:4; toddlers - 1:4; preschool - 1:8; schoolage - 1:15; mixed age groups - adjusted to the needs of the youngest child.
- Fire safety inspections required annually; building code and lead inspections required initially.
- General liability and professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice educational and/or experience required for center directors, head/lead teachers, assistant teachers, aides, dietician and kitchen staff, and school bus drivers.
- In service training required as needed.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Chest X-Ray and medical examination required; Mantoux test for TB required when applicable; no requirement for fingerprinting, child abuse clearance, AIDS test or drug and alcohol test.
- Conditional hiring is not allowed prior to the results of prescreening.
- No state recommended salary schedule for center staff.
- Minimum age requirement for all staff except aide is 18; aide is 16;
- Three written references from non related persons is required.
- Preservice requirement for standard first aid and administration of CPR.
- No policies regarding substitutes.

Complaint Procedure

- Unlicensed activities and case-by-case determinations require immediate closing of day care centers.
- For violations that are not serious in nature or magnitude that there is eminent danger to the health, safety or welfare of the infants or children, warnings will be issued; centers will be given from 24 hours to 30 days to come into compliance.
- No formal procedure for notifying resource and referral agencies when a center is closed; but listings of licensed centers are issued on a monthly basis.
- There is a process when a complaint is registered against a day care center.

Child Documentation

-Center must have on file for each enrolled child: social history, current health certificate, registration, authorization for medical treatment. emergency contact persons, daily attendance.

Transportation

-Driver must be properly licensed and specified vehicle requirements.

Discipline

-No policy regarding corporal punishment for child care facilities; only strong recommendations against it.

Infant Care Programs

-No separate regulations; covered in program statement requirements.

School Age Programs

-No separate regulations; covered in program statement requirements.

Special Needs Child Care Regulations

-No separate regulations; program statement of center must address this.

Sick Child Care Program

-No separate regulations.

Subsidized Child Care

-Is available; contact Department of Human Services, 609 H Street, NE, Washington, DC 20002: (202) 727-0284.

Child Abuse and Neglect

-Abuse: Metropolitan Police Dept. - (202) 576-6762; for neglect: Dept. of Human Services - (202) 727-0995.

Local Contact

-None

Pending Legislation

-Pending legislation regarding the following: corporal punishment will not be allowed; parents are permitted access to children at all times; staff required to have on-going continual education.

••Unverified Information

FLORIDA

Information

Supplied by:

Sandra Harris, Chief
Child Care and Prevention Services
Florida Dept. of Health/Rehabilitative Services
Children, Youth and Families Program Office
Building 7, Room 201
1317 Winewood Boulevard
Tallahassee, FL 32399-0700
(904) 488-4900

5305 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not regulations separately.
- Licenses are renewed annually; Licensing fees: \$25 up to 25 children, \$1 per additional child to a maximum of \$100 for 100 or more children; fees are deposited into state treasury as General Revenue/Unallocated.
- Preapproval inspection required.
- Space requirements per child: indoor - 20 sq. ft; outdoor - 45 sq. ft.
- Staff/child ratios: infants to 1 year - 1:6; 1 - 2 years - 1:8; 2 - 3 years - 1:12; 3 - 4 years - 1:15; 4 - 5 years - 1:20; schoolage - 1:25; no requirements regarding mixed age groupings.
- Fire safety inspection required annually.
- No requirement for general liability or professional liability insurance.

Prescreening, Training, and Staff Qualifications

- No specific preservice educational and/or experience requirements for directors, lead/head teachers, assistant teachers, or aides except that all child care personnel must take an approved 20 clock hour introductory course in child care; at least one person designated as responsible for food preparation from each child care facility serving food shall complete the Environmental Health Food Services Management Training Course or its equivalent and maintain a valid certificate.
- All child care center staff required to participate in 8 hours of in-service training annually.
- No special training required for infant care, special needs care, sick child care or drop in care.
- Child abuse clearance for center staff required annually; fingerprinting, TB test, criminal background check required once; no requirement for chest X-Ray, AIDS, or drug and alcohol test.
- Conditional hiring prior to results of prescreening is allowed for probationary period.
- No state recommended salary schedule for center staff.
- No person under the age of 21 can operate a child care facility and no person under the age of 16 can be employed at such as facility unless such person is under direct supervision.
- Written references are required
- At least one staff person must be certified in pediatric CPR.
- Substitutes must meet the requirements of the position they are filling.

Complaint Procedure

- The local licensing agency may suspend or revoke a license or impose an administrative fine not to exceed \$100 per violation, per day, for any violation of regulations, depending upon severity and previous violations.
- How long a center has to come into compliance depends upon the severity.
- Resource and referral agencies notified of closings via CCL Data Reports.
- A response process when a complaint is registered against a center; center is notified in writing.

Child Documentation

- Immunization and health certificate required within 30 days of placement; social history, emergency information, periodic health examinations and immunizations, and attendance records required.

Transportation

- Requirements for child restraints or seat belts in vehicles used by child care facilities to transport children; requirements for annual inspections of the vehicles, and limitations on the number of children in the vehicles.

Discipline

- No form of corporal punishment may be used.
- Children shall not be subjected to discipline which is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest or toileting.

Infant Care Programs

- No separate infant regulations; they are contained within the overall regulations.

School Age Programs

- Some exemptions and special requirements.

Special Needs Child Care Regulations

- Special regulations regarding staff/child ratio and continuity of services.
- Mainstreaming not required; but supported.

Sick Child Care Program

- None

Subsidized Child Care

- Is available; contact FL DHRS, Children, Youth and Families, Building 7, Room 201, 1317 Winewood Blvd., Tallahassee, FL 32399-0700: (904) 488-4900.

Child Abuse and Neglect

- Call 1-800-96-ABUSE or (904) 487-4332.

Local Contact

- There are 10 HRS District Offices and 12 local licensing agencies.

Pending Legislation

- Passed but not yet implemented; Laws of FL, Chapter 91-300 directs the state to strengthen licensing standards for all child care facilities by October 1, 1992; increases the number of required training hours; establishes a new staff/child ratio and changes indoor space requirements.

GEORGIA

Information

Supplied by: Jo C. Cato, Section Director
Department of Human Resources
Child Care Licensing Section
878 Peachtree St., NE, Room 607
Atlanta, GA 30309
(404) 894-5688

1753 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 100 sq. ft.
- Staff/child ratios: infants - 1:6; toddlers - 1:10; preschool - 1:15; school-age - 1:25; mixed age groups - age of youngest child in if 20% or more in group.
- Building code inspection and sewage and water inspection required once (upon opening); fire safety inspection requirements vary from county to county.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff.
- 10 hours annual in-service training required for center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Directors and owners required to be prescreened by fingerprinting; center staff required to be prescreened by criminal background check upon employment; child abuse clearance, Mantoux test for TB, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring is allowed until results of prescreening are received.
- No state recommended salary schedule for center staff.
- Minimum age requirements for working in a center: administrator - 21 years; staff - 18 years; aides - 16 years.
- No written references required.
- Meeting the first aid and CPR requirements does not count toward annual 10 hours of training for center staff.
- Temporary substitutes must meet minimum qualifications and have a criminal background check.

Complaint Procedure

- If children are in jeopardy, emergency suspension of license can be done; department can also order placement of monitor in center for 10 days.
- Center with good history not cited previously for violation related to complaint would be asked to submit plan of correction.
- Center has no longer than 30 days to come into compliance.
- No routine policy for notifying resource and referral agencies if center is closed; R and R's are only notified if they request it.

- When complaints are registered against a center, results are disclosed if requested; exception - abuse complaints are confidential, except that they may be disclosed to specific persons as defined by law.
- Other remedies available: civil penalty of up to \$500 per day of violation, revocation of license, restriction of license.

Child Documentation

- Minimum information required about child upon enrollment.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Corporal punishment is prohibited.

School Age Programs

- Regulations applicable to older children used.

Special Needs Child Care Regulations

- No separate regulations for caring for special needs children; center must negotiate an agreement with parent regarding specific needs of child upon enrollment.

Subsidized Child Care

- Is available; contact Dee Woodward: (404) 894-3710.

Child Abuse and Neglect

- Contact Division of Family and Children Services.

Local Contact

- Offices located strategically throughout the state.

Pending Legislation

- Senate Bill effective 7-1-91 imposes sanctions on day care centers for noncompliance (fines, public reprimand, etc.).

HAWAII

Information

Supplied by:

Carol Chang
Assistant Program Administrator - Non Residential Licensing
Dept. of Human Services
P.O. Box 339
Honolulu, HI 96809
(808) 548-2302

468 licensed day care centers

Regulations and Requirements

- License required; state law requires licensing except in select situations; nursery/preschools not licensed separately.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 720 sq. ft. for 6 children plus 70 sq. ft. per child thereafter (up to 10); 1065 sq. ft. for 11 children plus 65 sq. ft. per child thereafter (up to 30); 2360 sq. ft. for 31 children plus 60 sq. ft. thereafter (up to 50); 3555 sq. ft. for 51 children plus 55 sq. ft. thereafter through 100; 6295 sq. ft. for 101 children plus 45 sq. ft. thereafter.
- Staff child ratios: infants - 1:3; toddlers - 1:4; 2 year olds - 1:8; 3 year olds - 1:12; 4 year olds 1:16; schoolage - 1:20; mixed age group - age of youngest child.
- Fire safety and sanitation inspections required annually; building code required at initial license.
- No general liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietitian and kitchen staff.
- No annual in-service training required.
- Special training required for infant care and special needs care; no special training required for sick child care; general training required for drop in care.
- Fingerprinting, child abuse clearance, and medical examinations are required at initial employment; criminal background check is required at initial employment by the FBI and is required annually by the state; Mantoux test for TB or chest x-ray required every 2 years; AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed for an indefinite period of time.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18, except minimum age for aides is 16.
- 2 written references from former employers are required.
- A first aid trained staff is required during all operational hours.
- Temporary substitutes must be at least 18 years old and must participate in orientations program of the facility.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Policies relating to non-health and safety require a written corrective action plan.
- Center has up to 6 months to come into compliance; time varies depending on violation.
- Resource and referral agencies are notified when a center is closed.
- Public reports complaints directly to the licensing staff.

Child Documentation

- Center is required to keep information and records on each child.

Discipline

- Corporal punishment is prohibited.

Infant Care Programs

- Separate regulations for centers which service infants do not currently exist. Center-based care are regulated as demonstration projects. Guidelines were issued. Guidelines follow the proposed rules.

School Age Programs

- Separate regulations for before and after school programs do exist.

Special Needs Child Care Regulations

- Separate regulations for caring for special needs children exist.

Subsidized Child Care

- Is available; contact DHS (Oahu: 832-5162, Hawaii: 933-4251, Maui: 243-5461, Kauai: 241-3337).

Child Abuse and Neglect

- Contact DHS (see above).

Local Contact

- Each major island has a licensing worker or unit of workers.

Pending Legislation

- In the process of adopting infant-toddler center care rules and child care payment rules.

IDAHO

Information

Supplied by: Roseanne Hardin
Deputy Administrator
Department of Health and Welfare
450 West State St.
Boise, ID 83720
(208) 334-5700

1600 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately.
- Licenses renewed every 2 years; maximum fee for licensing is \$75 (\$20 for fingerprints; health/sanitation and fire inspection are the remainder).
- Fire and health preapproval inspection required.
- No space requirements.
- No specific staff/child ratios.
- Separate inspections required every 2 years or on complaint by the Fire and Sanitation Departments.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- No preservice education and or experience is required for day care center directors, lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- Center staff are not required to participate in annual in-service training.
- No special training is required for infant care, special needs care, sick child care, or drop in care.
- Staff required to be prescreening by fingerprinting (once if continuous employment) and criminal background check; child abuse clearance, Martax test for TB, chest x-ray, medical examination, AIDS test, and drug and alcohol tests, **are not** required.
- Conditional hiring allowed prior to results of prescreening is allowed with a self-declaration.
- No state recommended salary schedule for center staff.
- No minimum age requirement for working in a center.
- No written references required.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- No state policy regarding the requirements for use of temporary substitutes.

Complaint Procedure

- Immediate closing of center required if meets temperature restraining or dire conditions.
- Dangers determine if only a warning is required, and the length of time a center has to come into compliance.
- Resource and referral agencies are not notified when a center is closed.
- Complaints registered against centers are investigated.

Child Documentation

- No specific state guidelines for child enrollment.

Transportation

-No regulations concerning the transportation of children.

Discipline

-No discipline policy regarding corporal punishment.

Infant Care Programs

-No separate regulations for centers which service infants.

School Age Programs

-No separate regulations for before and after school programs.

Special Needs Child Care Regulations

-No separate regulations for caring for special needs children.

Sick Child Care Program

-No separate regulations for caring for sick children.

Subsidized Child Care

-Not available.

Child Abuse and Neglect

-Contact local Health and Welfare Offices.

Local Contact

-Contact regional offices (7 in the state).

Pending Legislation

-There is a current interim study committee.

ILLINOIS

Information

Supplied by: Patricia Bennett
Chief, Office of Licensing
Department of Children and Family Services
406 East Monroe
Springfield, IL 62701
(217) 785-2688

2218 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately, although some rules apply to full-day care only.
- Licenses are renewed every 2 years; no license fee.
- Preapproval inspection required.
- Space requirement per child: indoor - 55 sq. ft. for infants/toddlers; 35 sq. ft. per child; outdoor - 75 sq. ft.; outdoor space must accommodate 25% of enrollment.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; two year olds - 1:8; preschool - 1:10; school-age - 1:20; mixed age groups - must have ratio required for lowest age child.
- Fire safety inspection required annually; Health inspection required every 2 years.
- Regular liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center director, lead/head teachers, assistant teachers (amount required depends on position; courses required depend on age and number of children in care); dietician and kitchen staff shall have the same personal qualifications as required of other staff.
- 15 hours annual in-service training required for center staff.
- Special training required for special needs care; no special training required for infant care (except for requirement for nurse/consultant); sick child care, or drop in care.
- Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, Mantoux test for TB, chest x-ray (in cases of positive skin test), and medical examination; AIDS test and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed; policy established by facility, but hiring criteria must be met.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center director - 21; minimum age requirement for other center staff - 19.
- Three character references required.
- During hours of operation at least one staff member certified in CPR first-aid, the Heimlich maneuver must be present.
- Substitutes shall have same qualification of staff for whom they substitute.

Complaint Procedure

- Law authorizes immediate closing of a center required when health, safety, welfare or morals of children are in jeopardy.
- Length of time center has to come into compliance depends upon seriousness of violation and impact upon care.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are responded to.

Child Documentation

- Centers must maintain record file on each enrolled child.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Center staff shall use disciplinary measures designed and carried out in such a way as to help individual children develop self-control and to assume responsibility for their own acts. No child shall be subjected, under any circumstances, to corporal punishment inflicted upon the body or to verbal abuse, or be deprived of regularly scheduled meals or any part of meals as punishment, or punished for toilet accidents.

Infant Care Programs

- Separate section in standards exist for centers which service infants.

School Age Programs

- Separate section in standards exist for before and after school programs.

Special Needs Child Care Regulations

- Separate section in standards exist for caring for special needs children; mainstreaming of special needs children is encouraged, but not required.

Sick Child Care Program

- Separate regulations for caring for sick children do not exist.

Subsidized Child Care

- Is available; contact Department of Children and Family Services, 406 East Monroe, Springfield, IL, 62701: (217) 785-9206.

Child Abuse and Neglect

- Call 1-800-252-2873.

Local Contact

- There are 8 regional offices within the state.

Pending Legislation

- None.

INDIANA

Information

Supplied by: Marilyn Scales, Commissioner
Indiana Department of Public Welfare
402 West Washington St. - 3rd Floor
Indianapolis, IN 46204
(317) 232-4442

626 licensed day care centers

Regulations and Requirements

- License required (except for private or public school programs and Day Care Ministries, all other day care centers are required to be licensed); nursery/preschools not licensed separately.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft. (excludes kitchen, hallways and bathrooms); outdoor - 50 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 year olds - 1:5; 3 year olds - 1:10; 4 year olds - 1:12; 5 year olds - 1:15; 6 year olds and up - 1:20.
- Fire safety and Health inspections required annually; building code inspection required once by State - local inspections vary.
- No general liability insurance or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- At least 12 hours of annual in-service training required for center staff.
- All staff members who have direct contact with infants and toddlers must have current training in first-aid procedures, particularly control of bleeding, treatment for shock, artificial respiration, poisoning, choking and seizures, prior to giving care; no special training required for special needs care, sick child care, or drop in care.
- Mantax TB test within 3 months prior to employment and annually thereafter for all persons having direct contact with children required; if TB test is positive, chest x-ray is mandatory; fingerprinting, child abuse clearance, criminal background check, medical examination, AIDS test, and drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- No written references required; each center has their own requirements.
- All employees providing direct care to children must have training in basic first aid within three months of employment and at least every three years thereafter.
- A responsible adult age 18 or over must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.

Complaint Procedure

- If children are at risk or in imminent danger, immediate closing of center is required.
- Policies that require only a warning exist; provisional licenses may be issued.
- Length of time center has to come into compliance depends on non-compliance.
- Resource and referral agencies are not notified when a center is closed.
- Complaints registered against a center are responded to; the staff person assigned a complaint has 10 days to file written response for the center file.

Child Documentation

- Center must keep adequate social and progress records, as well as identifying information, on each child in care.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- The director must not use, nor permit any person to use, corporal or other cruel, harsh or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child of any age must ever be shaken, hit, or spanked.

Infant Care Programs

- Separate regulations for centers which service infants exist.

School Age Programs

- Specific regulations for school age children in attendance at a licensed center exist.

Sick Child Care Program

- Specific regulations for care of children who become ill at a center exist.

Subsidized Child Care

- Is available; contact Indiana Dept. of Human Services, 402 West Washington St., Room C-451, Indianapolis, IN 46221: (317) 232-7017.

Child Abuse and Neglect

- Each county has child protection services telephone numbers.

Pending Legislation

- Effective September 1, 1991, day care centers, child caring institutions and children's homes are to have on duty, when children are being cared for, a person who is annually certified in pediatric CPR.

IOWA

Information

Supplied by: Barbara A. Bosch
Program Manager
Iowa Dept. of Human Services
Hoover State Office Bldg. - 5th Floor
Des Moines, IA 50319
(515) 281-6074

1401 licensed child care centers (including 711 preschools)

Regulations and Requirements

- License required for anyone who is not registered caring for 7 or more children; day care/preschools licensed separately, but with same regulations.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - '35 sq. ft. (program area only); outdoor- 75 sq. ft. (at any one time); in room with infants with cribs - 40 sq. ft.
- Staff/child ratios: Infants - 1:4; 2 year olds - 1:6; 3 year olds - 1:8; 4 year olds - 1:12; 5 to 10 year olds - 1:15; mixed age groups - based on age of youngest child in group.
- Fire safety inspection required annually; building code and zoning inspection requirements depend on local requirements at the time of opening.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Combination of preservice education and experience required for center directors; no requirements for center lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff.
- 6 hours annual in-service training required.
- No special training required for infant care, special needs care, or drop in care; drop-in get well centers require an LPN or RN on duty at all times.
- Center staff required to be initially prescreened by child abuse clearance and criminal background check; medical examination required initially and every 3 years; fingerprinting, Mantoux test for TB, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed until forms are returned to center (around 2 weeks).
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 16 if under the supervision of an adult and 18 if alone with children.
- No written references required.
- Someone must be on premises at all times with current first aid; director must have first aid if center is licensed for more than 20 children.
- Center should have substitutes who meet requirements on file (if not, temporary substitutes may be used until files are completed).

Complaint Procedure

- No policies that require immediate closing of a center; if children are in immediate danger, can request injunction from County Attorney.
- No specific written definition for policies that only require a warning.
- Length of time center has to come into compliance depends on the specific deficiency.

- Resource and referral agencies are not notified when a center is closed.
- When a complaint is registered against a center, the responsible day care consultant investigates immediately and sends a written report to the center and keeps one in file; further response depends on result of investigation.

Child Documentation

- Children are required to have on file before entering: pre-enrollment physical exam report, immunization record, emergency medical consent form, permission for specific individuals to pick up child, doctor's name, address, and telephone number, and emergency contact person.

Transportation

- A second staff member must be present if more than 6 children are being transported.

Discipline

- Physical punishment, or any punishment that is humiliating, frightening, or connected with food or toilet training, is prohibited.

Infant Care Programs

- Center must report to parents each day on what occurred during the day.

School Age Programs

- Allow for different qualifications for on-site director; otherwise the same.

Special Needs Child Care Regulations

- No separate regulations for caring for special needs children; mainstreaming is not required, but is allowed.

Sick Child Care Program

- Separate regulations exist requiring different physical arrangements of facility, RN or LPN, triage procedures, and medical doctor as consultant.

Subsidized Child Care

- Is available; contact Iowa Department of Human Services local office.

Child Abuse and Neglect

- Statewide number: (515) 281-5581; each county has specific numbers.

Local Contact

- Each county has a Department of Human Services Office.

Pending Legislation

- No current pending legislation; standards survey done in conjunction with Child Care and Development Block Grant will probably cause changes.

KANSAS

Information

Supplied by: Christine Ross, Director
Child Care Licensing & Registration Section
Kansas Dept. of Health and Environment
900 S.W. Jackson St.
Topeka, KS 66612-1290
(913) 296-1272

683 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are licensed separately.
- License renewed annually; license fee is \$15 for a license capacity of up to 12 children; add \$1 for each child (\$35 up to \$75); fees go to state general fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft., excluding passage ways, restrooms, kitchens, crib space; outdoor - 75 sq. ft. to accommodate 1/2 of license capacity (min. 75 sq. ft.).
- Staff/child ratios: infants - 1:3; toddlers - 1:5; 2 1/2 to 6 years - 1:10; 3 to 6 years - 1:12; schoolage (K-12) - 1:14; schoolage (6-12) - 1:16; mixed age groups (ages 0-6) - 1:4, maximum of 8 children in one group.
- Fire safety inspection required annually; building code inspection required annually where city requires; sanitarian inspection required yearly if using septic system or well water.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for dietician and kitchen staff.
- Annual in-service training required for center staff: 10 clock hours for staff; 5 clock hours away from center for directors.
- Special training required for infant care and special needs care; no special training required for drop in care.
- Center staff required to be prescreened by child abuse clearance, criminal background check, Mantoux test for TB, and medical examination; fingerprinting, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening allowed for 1 week.
- No state recommended salary schedule for center staff.
- Minimum age requirements for center staff: directors and lead teachers - 18; aides - 16; volunteers - 14.
- Written references required.
- First aid is a separate preservice and/or in-service training requirement.
- Requirements for temporary substitutes are in regulations.

Complaint Procedure

- Policies that require immediate closing of a center include emergency suspension capability in life endangered situation.
- Length of time center has to come into compliance depends on violation; 5 days for compliance or plan for compliance.

- No process for notifying resource and referral agencies when a center is closed; copy of enforcement action is sent.
- When complaint is registered against a center, Health Dept. or SRS conduct complaint investigations; reports are sent to KDHE; enforcement action is then taken.

Child Documentation

- Health forms are required for each enrolled child.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Corporal punishment is prohibited.

Infant Care Programs

- Regulations for centers and preschools are basically the same - with special sections for preschools, special needs programs, full-day centers, infant and toddler care, school age programs, and intergenerational programs.

School Age Programs

- Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

- Separate regulations for caring for special needs children exist; mainstreaming of special needs children is not required.

Subsidized Child Care

- Is available; contact Karen Juola, Department of Social and Rehabilitation Services: (931) 296-6772.

Child Abuse and Neglect

- Call 1-800-922-5330 or the local Social and Rehabilitation Services Office.

Pending Legislation

- KSA65-504 was amended 7/1/91 to remove the one year requirement for license expiration; licenses will now be open ended.

KENTUCKY

Information

Supplied by: Bess Howard, M.S.W.
Program Specialist
Cabinet for Human Resources
Division of Licensing and Regulation
CHR Building, 4-E
275 East Main St.
Frankfort, KY 40621
(502) 564-2800

1497 licensed day care centers

Regulations and Requirements

- License required for care of 4 or more children unrelated to provider; nursery/preschools are not licensed separately.
- Licenses are renewed annually; \$80 initial licensure fee for Type I Centers; \$40 initial licensure fee for Type II Centers; \$40 renewal fee for both types; money goes to state general fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - N/A; indoor space used in lieu of outdoor play area is 60 sq. ft.
- Staff/child ratios: infants - 1:6; toddlers - 1:6; 2 to 3 years - 1:10; 3 to 4 years - 1:12; 4 to 5 year olds - 1:14; schoolage - 1:15; mixed age groups - 1:10.
- Fire safety and building code inspection required annually.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center director; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- 6 hours annual in-service training required for center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Center staff required to be prescreened (prior to employment) by fingerprinting, child abuse clearance, criminal background check, Mantoux test for TB; chest x-ray required if appropriate (per physician); medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; minimum age requirement is 16 if under supervision of adult worker.
- 3 non-relative written references required.
- One person must be on duty at all times who is certified in CPR and first aid.
- Temporary substitutes must meet the same requirements as regular staff.

Complaint Procedure

- No policies that require immediate closing of a center.
- Length of time center has to come into compliance depends on severity of cited deficiency.
- Resource and referral agencies are not notified when a center is closed.

-All allegations of non-compliance with licensure standards require mandated investigation on an unannounced basis.

Child Documentation

-Medical and immunization records are required for each enrolled child.

Transportation

-A section of the DCC regulations addresses the transportation of children.

Discipline

-Physical punishment is prohibited.

Infant Care Programs

-A section of the DCC regulations addresses infant/toddler care.

School Age Programs

-A section of the DCC regulations addresses before and after school care.

Special Needs Child Care Regulations

-No separate regulations for caring for special needs children, but regulations require that the individual needs of each child must be met; mainstreaming of special needs children is not required.

Subsidized Child Care

-Is available; contact Lydia Roberts, Branch Manager, Child Care Services Branch, Dept. for Social Services, 5th Floor West, CHR Bldg., 275 E. Main St., Frankfort, KY: (502) 564-2136.

Child Abuse and Neglect

-Call (502) 564-2800.

Local Contact

-4 regional offices exist.

Pending Legislation

-Federal Child Care and Development Block Grant will impact on child care legislation in next session; also, the KY Education Reform Act of 1990 addresses child care.

LOUISIANA

Information

Supplied by: Steve Phillips, Director
Quality Assurance
LA Dept. of Social Services
P.O. Box 3078
Baton Rouge, LA 70821
(504) 342-4137

1870 Class A and B licensed day care centers**

Regulations and Requirements

- License required; nursery and preschools are not licensed separately.
- License renewed annually; \$25 application fee; additional as follows: \$25 for 15 or fewer children; \$100 for 16-50; \$175 for 51-100; \$250 for 101 or more; church owned and operated centers are exempt.
- Class A centers can receive state and federal funding and must participate in CACFP; Class B cannot receive state and federal funding.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: 0-1 years - 1:6; 1-2 years - 1:8; 2-3 years - 1:12; 3-4 years - 1:14; 4-5 years - 1:16; 5-6 years - 1:20; schoolage - 1:25; mixed age groups - average ratio observed as long as no children under 2 are present. [ratios apply for centers of 11 or more children]
- Fire safety and public health inspections required initially and annually; building code inspection initially.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- A combination of preservice education/experience required for center directors; none required for other staff.
- All staff required to participate in initial 3 hour orientation; approved in-service training required quarterly.
- No special training required for infant care, special needs care, sick child care, or drop-in care.
- Fingerprinting required for criminal background and child abuse check; medical examination with either Mantax test for TB or chest x-ray required initially and every three years thereafter; no AIDS or alcohol test required.
- Conditional hiring not allowed.
- No state recommended salary schedule for staff.
- Minimum age requirements: 21 years for director; 18 years for all other staff except 16/17 for aides when under the direct supervision of another qualified adult staff.
- Written references required.
- All staff must be current in first aid and CPR; new employees have 90 days to comply.
- Requirements for substitutes same as full time staff.

Complaint Procedure

- No policy regarding immediate closing of a day care center; but all children can be removed if violation exists which places the health and well being of the child in imminent danger.

- Other violations required a warning; if violations are present during an inspection, license is temporarily revoked and center must have written plan for coming into compliance within 10 days.
- No process for notifying resource and referral organizations of closings.
- When a complaint is registered against a center, or if license is denied or revoked, center must send written request for hearing to secretary of the department within 30 days after receipt of notification; hearing must be within 30 days thereafter; written decision within 90 days.

Child Documentation

- Child Information Form must be completed with medical and health record showing inoculation; transportation permission slip with third party pick up permission information on it.

Transportation

- Staff must hold valid LA driver's license; carry liability insurance on the vehicle; vehicle in good working order; driver may not leave the vehicle unattended when children are present.

Discipline

- Corporal punishment not allowed in Class A centers; allowed with parental written permission for Class E centers.

Infant Care Programs

- No separate regulations.

School Age Programs

- No separate regulations.

Special Needs Child Care Regulations

- No separate regulations; mainstreaming encouraged.

Sick Child Care Program

- No separate regulations.

Subsidized Child Care

- Is available only in Class A centers; LA Dept. of SS, Licensing Section, P. O. Box 3078; Baton Rouge, LA 70821 (504) 342-4571.

Child Abuse and Neglect

- Local Child Protection Agency or (504) 342-4571

Local Contact

- Yes, in each parish.

Pending Legislation

- None

** Unverified information

MAINE

Information

Supplied by: James Chaplin
Director, Division of Child Care and Licensing
Department of Human Services
State House Station #11
Augusta, ME 04333
(207) 289-5060

330 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools licensed separately.
- Licenses are renewed annually; \$10 license fee; fees are used to offset cost of fire inspection conducted by State Fire Marshal.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; 2 1/2 to 3 year olds - 1:8; 3 to 6 year olds - 1:10; schoolage - 1:10; mixed age groups - determined by age of youngest child in group.
- Separate inspection required annually by Fire Department; building code inspection required if municipality requires it.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors and lead/head teachers; kindergarten programs run within day care centers must have certified teachers; no requirements for assistant teachers, teacher aides, or the dietician and kitchen staff.
- Annual in-service training required; 24 hours/year for staff working more than 20 hours/week, 12 hours/year for staff working under 20 hours/week.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to be prescreened by criminal background check, Martax test for TB, and medical examination; fingerprinting, child abuse clearance, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for director is 21; minimum age requirement for other center staff is 18.
- 3 written references required for director.
- The center must always have a staff member present with CPR/first aid training.
- The licensed facility is responsible for the actions of substitutes in the same way that it is for other staff.

Complaint Procedure

- No specific policies that require immediate closing of a center; decided on a case-by-case basis; court can order emergency suspension.
- Warning only cases are decided on a case-by-case basis.
- Length of time center has to come into compliance depends on compliance issue.
- Resource and referral agencies are notified when a center is closed.

-Complaints registered against centers are responded to; Maine DHS has an abuse investigation unit for facilities.

Child Documentation

-The facility must obtain information specified in rules regarding health, immunizations, parent information, authorization for emergency medical care and others.

Transportation

-Rules related to centers operating their own vehicles.

Discipline

-Corporal punishment is not allowed; other prohibited practices: sexual abuse, lack of supervision, neglect, withholding food and drink, derogatory remarks to or about children or parents, name calling, shaming or embarrassment, unusual confinement.

Infant Care Programs

-The rules have a separate section for centers which service infants.

School Age Programs

-Separate rules related to activities for before and after school programs exist.

Special Needs Child Care Regulations

-Facility must offer appropriately trained staff to deal with the child.

Subsidized Child Care

-Is available; contact Office of Child Care Coordination: (207) 289-5060.

Child Abuse and Neglect

-Contact 1-800-452-1999.

Local Contact

-There are regional DHS offices for Social Service delivery; day care licensing is administered out of a central administrative office.

Pending Legislation

-No legislation; rules are under revision.

MARYLAND

Information

Supplied by: Barbara Smith-Hamer, Director
Department of Human Resources
Child Care Administration
2701 N. Charles Street
Baltimore, Maryland 21218

1432 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft. (if licensed prior to 12/1/75, 30 sq. ft.; no outdoor.
- Staff/child ratios: infants - 1:3; young toddlers 1:3; two year olds - 1:6; preschool - 1:10; school age - 1:15; mixed age groups - varies by ages.
- Fire safety initially and annually thereafter; building code inspections required initially and when changes to the structure housing the center; zoning approval required.
- General liability and professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, lead teachers and school age group leaders; no requirements for aides, dietician or kitchen staff.
- 6 clock hours of in-service training required annually for directors; 3 clock hours for group leaders and senior staff.
- Special training required for infants and toddlers (3 semester hours); no special training required for special needs care, sick child care, or drop in care.
- Child abuse clearances required for director, resident, board members; fingerprinting required for all once; criminal background check required each time employee changes employment; medical examination required within six months of employment and only once if no gap in employment; Mantax test for TB and chest X-Ray required only if indicated; no requirement for AIDS or drug and alcohol test.
- Conditional hiring is not allowed prior to results of prescreening.
- No state recommended salary schedule for center staff.
- Minimum age for director is 21; group leaders and senior staff is 20; aides and substitute aides is 16; other substitutes is 18.
- Written references not required.
- Center must have at least one staff person on duty at all times with current CPR and first aid training certificate, including on field trips.
- Temporary substitutes for aide must be 16 years of age, other substitutes should be at least 18 years of age and comply with laws and regulations pertaining to criminal background investigations.

Complaint Procedure

- No policies that require immediate closing of a day care center, although health officers retain authority to order closure if public health emergency; emergency suspensions require that operations cease within 72 hours of receiving the notice.
- Noncompliance situations where children are not in jeopardy require a warning, which may be followed for chronic violations, denial of renewal, or revocation.
- Provisional licenses may be issued for up to 6 months.
- Resource and referral agencies are notified in writing immediately when a center is closed.
- All complaints both written and oral that relate to the violation of a regulation, including anonymous complaints, shall be investigated and a written report of the findings prepared.

Child Documentation

- Center must have on file on every child: emergency medical permission, written health report, record of immunizations, daily attendance.
- Center must have on file for special needs child: instructions for care in an emergency, medication, special nutritional needs and feeding procedures, and special medical and non-medical treatments or procedures; also must have a plan for child's care.
- Center must have on file for infants and toddlers: schedule for feeding, including amounts and kinds of foods arranged in consultation with parents and recommendations from infant's physician.

Transportation

- Regulations concerning the transportation of children are administered by the Motor Vehicles Administration of the MD Dept. of Transportation.

Discipline

- No form of corporal punishment may be used; a child may not be subjected to any injurious treatment or discipline methods which create undue discomfort or mental distress.

Infant Care Programs

- Separate section in the regulations dealing with infants.

School Age Programs

- No separate regulations.

Special Needs Child Care Regulations

- No separate regulations; mainstreaming not required; prior approval of special education plan required; care plan must include population to be served, admissions criteria, procedures for special care plan for each child, cut off information.

Sick Child Care Program

- No separate regulations; prior approval of special care plan required.

Subsidized Child Care

- Is available; contact Regina Bernard, Child Care Administration, 2701 N. Charles Street, Baltimore, MD 21218: (301) 554-0445.

Child Abuse and Neglect

-Call 1-800-332-6347 or Protective Services (301) 333-0226; also can call local departments of social services between 8:30 AM - 4:30 PM.

Local Contact

-The Child Care Administration has 12 regional and 3 field offices.

Pending Legislation

-None.

MASSACHUSETTS

Information

Supplied by: Frances Barrett
Director of Group Day Care Licensing
Office for Children
1 Ashburton Place
Boston, MA 02108
(617) 727-8900

2078 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately.
- Provisional licenses are renewed every 6 months; regular licenses are renewed every 2 years.
- License fees: for 2 year license: capacity of 1-39 - \$200, capacity of 40+ - \$300; for 6 month license: capacity of 1-39 - \$150, capacity of 40+ - \$250; capacity change - \$50; limited school age license - \$50; fees primarily constitute retained revenue.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft. per child; outdoor - 75 sq. ft. (per child using it); with outdoor space it is OK to rotate groups of children through the space.
- Staff/child ratios: infants - 1:3 and 2:4-7; toddlers - 1:4 and 2:5-9; preschool 1:10 (full day center), 1:12 (half day center); schoolage - 1:13; mixed age groups: infants up to 2 yrs./9 mos. - 1:5; 2 yrs./9 mos. to 7 yrs. - 1:10.
- Building code inspection required annually; Local Health Dept. inspection required annually for programs serving hot meals to 13 or more children; lead paint inspection for new centers unless recently built; well water test and fire safety inspection required in some communities.
- No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or training required for center directors and teachers; no requirements for assistant teachers, teacher aides, or the dietician or kitchen staff.
- 20 hours annual in-service training required for center staff.
- Special training required for infant care; no special training required for special needs care (but a resource consultant must be available), or for sick child care (but center must have a health care consultant).
- Center staff required to be prescreened by criminal background check if they have unmonitored contact with children (5 minutes out of sight or hearing); Mantoux test for TB and chest x-ray required once (unless person has symptoms); medical examination is required every 3 years; fingerprinting, child abuse clearance, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for teacher level and above is 21 without a high school diploma; minimum age requirement for teacher aide is 16.
- Center administrator must document telephone reference checks.
- First aid training is required within 6 months of employment for all direct care staff and non-teaching administrators and one CPR trained person on the premises when children are present; all certifications must be kept current.

- If a temporary substitute is required for staff/child ratios, all regulations apply for temporary substitute.

Complaint Procedure

- Routinely the director is advised of noncompliances found during the exit interview and again in writing; more serious response is the exception.
- Authorized to close centers on an emergency basis or to issue notice of intent to close with the program remaining open through hearing process.
- Unless immediate compliance is necessary, the center and the licensor reach a reasonable time frame for compliance.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against centers are written on specific form and assigned for follow-up.

Child Documentation

- Specific state guidelines for child enrollment exist.

Transportation

- Regulations concerning the transportation of children include a written plan and vehicle and driver requirements.

Discipline

- Center must have a written policy posted and provided to parents and to staff.

Infant Care Programs

- Specific differences within general regulations for infant age category exist.

School Age Programs

- A separate set of regulations exist for before and after school programs.

Special Needs Child Care Regulations

- Separate regulations for caring for special needs children is under review by a task force for the purpose of updating; mainstreaming of special needs children is encouraged; hope to encourage more mainstreaming with future regulation changes and training for caregivers.

Sick Child Care Program

- Regulations encourage the care of mildly ill children at centers and put in place infection control procedures for all centers.

Subsidized Child Care

- Is available in form of both contracts and vouchers; contact Department of Social Services: (617) 727-0900.

Child Abuse and Neglect

- Department of Social Services has numerous offices throughout the state; main phone number is (617) 727-0900.

Local Contact

- 5 local offices plus central office.

Pending Legislation

- Legislation recently passed which eliminates zoning restrictions for siting of centers.

MICHIGAN

Information

Supplied by: Ted de Wolf, Director
Dept. of Social Services, Bureau of Regulatory Services
Division of Child Day Care Licensing
235 South Grand Ave.
P.O. Box 30037
Lansing, MI 48909
(517) 373-8300

3716 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed every 2 years; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 50 sq. ft. (for 2 wks. to 2 1/2 yrs.); 35 sq. ft. (for 2 1/2 yrs. and up); outdoor - 1200 sq. ft. with children in attendance more than 5 hours.
- Staff/child ratios: infants - 1:4; 2 1/2 to 3 years old - 1:10; 4 to 5 years old - 1:12; 6 to 12 years old - 1:20; 13 to 17 years old - 1:30; mixed age group (not including infants) - 1:10.
- Fire safety inspection required by the Fire Maintenance Check List initially, at renewal, and if renovating.
- No general liability insurance or professional insurance required.

Prescreening, Training, and Staff Qualifications

- All center staff must be of responsible character and suitable to meet the needs of children; center director required to have preservice education (CDA or 60 semester hours).
- Annual in-service training not required.
- No special training for infant care, special needs care, sick child care, or drop in care.
- Center director required to be prescreened by child abuse clearance and criminal background check; TB clearance and medical examination required for all staff; fingerprinting, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring for directors prior to results of prescreening is generally not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center staff is 18; 17 acceptable if satisfactorily completed 1 year vocational-occupational child care training approved by Dept. of Education.
- Written references required for center staff.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- No policies regarding the requirements for use of temporary substitutes.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Non life-threatening violations require only a warning, but expectation to comply still exists.
- Center has up to two years on provisional if moving towards compliance and not belonging to very serious noncompliance.

- Resource and referral agencies are notified when a center is closed through a copy of licensing print out containing names etc.
- When complaints are registered against a center, agency responds in person or by phone call to sort out complaint and determine seriousness; have developed guidelines; licensing consultant also handles abuse/neglect rather than protective services.

Child Documentation

- Child immunization record, child information card, emergency medical care card, medical examination, and written instructions from parents for any medications are required to be on record for each enrolled child.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Corporal punishment prohibited.

Infant Care Programs

- Additional regulations for centers which service infants exist.

School Age Programs

- Additional regulations for before and after school programs exist.

Sick Child Care Program

- No separate regulations for caring for sick children, but anticipate future rules.

Subsidized Child Care

- Is available; contact Day Care Services, (517) 373-8300.

Child Abuse and Neglect

- In offices where staff are located, call central office and will be referred: (517) 373-8300.

Local Contact

- Staff is housed in various counties.

Pending Legislation

- Pending legislation on licensing fees.

MINNESOTA

Information
Supplied by:

Nancy McKay
Acting Licensing Supervisor, Division of Licensing
Minnesota Dept. of Human Service, Division of Licensing
444 Lafayette Rd.
St. Paul, MN 55155
(612) 296-3971

1400 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately.
- Full day program licenses renewed annually; 1/2 day program licenses renewed every 2 years; base fee for licensing plus amount per child for licensed capacity: \$27 plus \$3; money goes into the state's general fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
- Staff/child ratio: infants - 1:4; toddlers - 1:7; preschool - 1:10; schoolage - 1:15; mixed age groups - ratio for youngest child present.
- Separate inspections required initially by Fire and Health Departments and Building code.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for day care center directors, lead/head teachers, and assistant teachers; can qualify under a variety of options combining education and experience; only age requirement and orientation for teacher aides; no requirements for the dietician and kitchen staff.
- 2% of hours employed required for participation in annual in-service training.
- No special training for infant care, special needs care, sick child care, or drop in care.
- Criminal background check and child abuse clearance required for center staff at initial employment and annually at center's relicensing; fingerprinting, Mantoux test for TB, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to the results of prescreening is allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center director, teacher, and assistant teacher is 18; minimum age requirement for aide is 16.
- Written references are not required.
- Teachers and assistant teachers required to be trained in first aid; one person at center must be trained in CPR.

Complaint Procedure

- Various options for negative action are available.
- Nature of complaint determines how long center has to come into compliance.
- Complaints registered against day care centers are investigated, correction action is ordered, and center is reinspected.

Child Documentation

- Certain documents and records are required for child enrollment, i.e., registration, health summary, immunization, emergency information, etc.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Additional requirements appropriate to the ages of children served.

School Age Programs

-Additional requirements appropriate to the ages of children served.

Special Needs Child Care Regulations

-Additional requirements appropriate to the ages of children served.

Sick Child Care Program

-Separate regulations for caring for sick children exist.

Subsidized Child Care

-Is available; contact the Department of Human Services, Children Services Section, (612) 296-3800.

Child Abuse and Neglect

-May report to each county's child protection Director; local police; or DHS, Licensing Investigative Unit - (612) 296-3971.

Local Contact

-3 of the 13 licensors live outside metro area and office out of their homes.

Pending Legislation

-There are amendments to the human services licensing act every year.

MISSISSIPPI

Information

Supplied by:

Diane Herring
Director, Division of Child Care
MS State Dept. of Health
P.O. Box 1700
Jackson, MS 39215-4158
(601) 987-4153-4158

1286 licensed day care centers

Regulations and Requirements

- License required; 1/2-day programs are exempt from certain areas of regulations.
- Licenses are renewed annually; license fee ranges from \$25 - \$100; fees are used for program administration.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: 0 to 11 months - 1:3-5; 1 year olds - 1:7-9; 2 year olds - 1:10-12; 3 year olds - 1:12-14; 4 year olds - 1:14-16; 5 year olds and up - 1:14-20; mixed age groups - ratio required for youngest child in group.
- Fire safety inspection required annually; food service inspection required 2 times a year; building code inspection required only in municipalities with building codes.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center director, lead/head teachers, assistant teachers, and teacher aides; service staff must have the same personal qualifications as required of other staff.
- 15 hours in-service training required.
- Director must complete needs assessment and set priorities for infant care, special needs care, sick child care, and drop in care.
- Staff required to be prescreened by child abuse clearance and criminal background check; fingerprinting not required; center policy sets requirements for Mantax test for TB, chest x-ray, medical examination, AIDS test, and drug and alcohol tests.
- No state recommended salary schedule for center staff.
- Minimum age requirements: director - 21; caregiver - 18; caregiver assistant - 16.
- Centers are recommended to require written references.
- CPR/first aid is a separate preservice and/or in-service training requirement.
- No policy regarding the requirements for use of temporary substitutes.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Severity of violation sets limits for length of time center has to come into compliance.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are responded to.

Child Documentation

- No specific state guidelines for child enrollment.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment is prohibited.

School Age Programs

-In process of forming regulations for before and after school programs.

Special Needs Child Care Regulations

-Separate regulations for caring for special needs children exist; mainstreaming of special needs children is recommended.

Subsidized Child Care

-Is available; contact Dept. of Human Services: (601) 354-0341.

Child Abuse and Neglect

-Call 1-800-227-8000.

Local Contact

-Contact county health departments, public health environmentalist.

Pending Legislation

-Kindergarten 1/2 day programs, day camps, and school age after school care now required to be licensed.

-Regulations for 1/2 day programs and after school care approved 7/10/91; effective date 9/1/91.

MISSOURI

Information

Supplied by: Mary Moberly
State Supervisor, Licensing Unit
Division of Family Services
P.O. Box 88
Jefferson City, MO 65103
(314) 751-2678

3300 licensed day care centers

Regulations and Requirements

- Licence required for people caring for more than 4 unrelated children; nursery schools operating fewer than 20 hours a week are not regulated.
- No license fee and licenses are renewed every 2 years.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool 1:10; schoolage - 1:16.
- Separate inspections required every 2 years by the Fire Department.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience requirements for day care center directors: 60 hours college including 12 hours child related - may substitute 2 years experience for 48 hours general college.
- Proposed 12 hours annual in-service training required for center staff.
- No special training for infant care, special needs care, sick child care, or drop in care.
- Prescreening by child abuse clearance is required for director; Mantax test for TB and a medical examination is required for all center staff; fingerprinting, criminal background check, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to result for prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center staff is 18.
- No written references required.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- No policy regarding the requirements for use of temporary substitutes.

Complaint Procedure

- No policies that require immediate closing of a center, but do have suspended licenses for suspected child abuse.
- No policies that require only a warning.
- Length of time that center has to come into compliance determined by individual case-by-case basis.
- In the process of developing a policy for notifying resource and referral agencies when a center is closed.
- Complaints registered against a center are investigated with 7-30 days depending on seriousness.

Child Documentation

-Medical and special plans state guidelines exist for child enrollment.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Additional regulations for infant care.

School Age Programs

-Presently no separate regulations for before and after school programs, but are being planned to develop.

Special Needs Child Care Regulations

-Center must have a specialized plan on file; mainstreaming of special needs children is not required.

Sick Child Care Program

-Guidelines exist, but are not promulgated.

Subsidized Child Care

-Is available; contact Division of Family Services, P.O. Box 88, Jefferson City, MO, 65103; Greg Vadnen (314) 751-3124.

Child Abuse and Neglect

-Contact 1-800-392-3738.

Local Contact

-Division of Family Services.

Pending Legislation

-None.

MONTANA

Information

Supplied by: Boyce D. Fowler
Program Officer
Department of Family Services
P.O. Box 8005
Helena, MT 59604
(406) 444-5900

170 licensed day care centers

Regulations and Requirements

- License required; persons or organizations providing care must be licensed by state law; preschools are licensed in state.
- No license fee and licenses are renewed annually.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:8; preschool - 1:10; schoolage 1-14.
- Separate inspections required annually by the Fire and Health Departments.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Center director, lead/head teachers, and assistant teachers required to be at least 18 years old, and to have 2 years experience or BA in education or related field plus CPR; teacher aides required to be at least 16 years old, and have 8 hours OJT; no requirements for dietician and kitchen staff.
- Annual in-service training not required.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Center staff required to be prescreened by child abuse clearance and Mantax test for TB; fingerprinting, criminal background check, chest x-ray, medical examination, and AIDS test are not required; drug and alcohol test can be requested if there is any question about the use.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center staff is 16 for an aide, and 18 for a primary caregiver.
- No written references required.
- CPR/multimedia first aid is a separate preservice/in-service training requirement.
- No policy regarding the requirements for use of temporary substitutes.

Complaint Procedure

- Policies exist that require immediate closing of a center.
- Warning only permitted if children are not in danger of harm.
- Center has 30 days to come into compliance.
- Resource and referral agencies are notified when a center is closed; list of licensed/registered providers are shared frequently.
- Complaints registered against a center are investigated as staffing permits.

Child Documentation

-Enrollment forms are used.

Transportation

-Written consent of parent is required for transporting children; vehicle must have safety restraints fastened at all times when vehicle is in motion.

Discipline

-No use of spanking or other forms of corporal punishment.

Infant Care Programs

-Some additional requirements exist for centers which service infants.

Subsidized Child Care

-Available through JOBS transitional care; contact Department of Family Services: (406) 444-5900.

Child Abuse and Neglect

-Contact local Department of Family Services office.

Local Contact

-Licensing staff are located in district offices throughout the state.

Pending Legislation

-Changing the definition of educational facility to only provide program for children 3 and older.

NEBRASKA

Information

Supplied by: Deb Dawson, Program Administrator
Early Childhood Licensing
Nebraska Department of Social Services
P.O. Box 95026
Lincoln, NE 68509
(402) 471-9205

477 licensed day care centers

Regulations and Requirements

- License required if you care for 4 or more children at any one time; centers are defined as 13 or more children; preschools licensed separately.
- License is for 2 years; fee is \$25 for less than 30 children and \$50 for 30 or more children; fees go to the general fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:6; preschool (3 years)- 1:10; preschool (4-5 years) - 1:12; school age - 1:15; mixed age groups-center wide ratio count.
- Separate inspections required every 2 years by Health and Fire Departments.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience is required for day care center directors, lead/head teachers, assistant teachers, and teacher aids. None is required for the dietician and kitchen staff.
- Twelve clock hours in-service training is required annually.
- No special training is required for infant care, special needs care, sick child care or drop-in care.
- Prescreening tests required at the time of hiring: child abuse clearance, medical exam and voluntary criminal background disclosure statement; fingerprinting, Mantoux test for TB, chest x-ray, AIDS, and drug and alcohol tests **are not** required.
- Conditional hiring prior to the results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Center director must be at least 19 years old; other staff - 16 years old.
- Three written non-relative references are required for the licensee; 2 for teachers and assistant teachers.
- CPR and first aid are separate preservice and/or inservice training requirements; at least one person with CPR and first aid must be present at all times.
- No policy regarding the requirements for the use of temporary substitutes.

Complaint Procedure

- Policy for an immediate closing of a day care center called "Emergency Orders" for situations which pose an immediate threat.
- All other regulation violations require recompliance within 30 days or shorter.
- Only Title XX Division is notified if a center is closed if that center is contracted with them; resource and referral agencies are not notified.
- Response within 3 days for complaints against licensed centers; 7 days for unlicensed ones.

Child Documentation

-No state guidelines for child enrollment; child's records must include name of parent(s), address, phone number, emergency contacts, etc.

Transportation of Children

-Children must be in proper safety restraints, not exceeding the capacity seating of the vehicle, and with doors locked.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Additional requirements within the day care center regulations.

Subsidized Child Care

-Subsidized child care available at Title XX facilities; contact the Nebraska Department of Social Services, (402) 471-3121.

Child Abuse and Neglect

-Call 1-800-1999 (HOTLINE) to report suspected cases of child abuse or neglect.

Local Contact

-The local contact offices are the delegated authorities for fire marshall and health departments.

Pending Legislation

-None.

NEVADA

Information

Supplied by: Patricia J. Hedgecoth
Bureau Chief
Bureau of Services for Child Care
505 E. King St., Suite 101
Carson City, NV 89710
(702) 687-5911

296 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed annually; license fee for 13-50 children is \$100; for 51-100 children - \$150; for 101-150 children - \$200; for 151-200 children - \$250; for more than 200 children - \$300.
- Preapproval inspection is required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 37 1/2 sq. ft.
- Staff/child ratios varies depending on age of children; whenever one or more infants or toddlers are being cared for in a child care center, the licensee must have at least one caretaker on duty who is designated to provide that care.
- Fire safety, building code, and sanitation inspections required annually.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Combination of preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides; no requirements for the dietician and kitchen staff.
- 3 hours annual in-service training required for center staff.
- Director is required to have special training in infant care; special needs care training is required; sick child care training requirements is proposed.
- Fingerprinting and criminal background check is required every 6 years for center staff; child abuse clearance is required annually; mantax test for TB is required every 2 years; chest x-ray is required if needed; medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed for center staff excluding the director.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- 3 written references required for director; written references not required for the rest of center staff.
- First aid is a separate preservice/in-service requirement.
- Background checks, first aid and TB screening required for temporary substitutes.

Complaint Procedure

- No policies that require immediate closing of a center.
- Some policies require only a warning, dependent of complaint.
- Length of time center has to come into compliance depends on complaint.
- Resource and referral agencies are notified in writing if center is closed.
- Complaints registered against centers are responded to within 3 working days, or 24 hours if severe.

Child Documentation

-Center must maintain record for each child enrolled.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Separate regulations for centers which service infants exist.

Special Needs Child Care Regulations

-Separate regulations for caring for special needs children exist.

Sick Child Care Program

-Proposed.

Subsidized Child Care

-Is available; contact Welfare Division (702) 687-4760.

Child Abuse and Neglect

-Call 1-800-992-5757.

Local Contact

-Las Vegas.

Pending Legislation

-None.

NEW HAMPSHIRE

Information

Supplied by: Robert Letellier, Chief
Bureau of Child Care Standards and Licensing
6 Hazen Drive
Concord, NH 03301
(603) 271-4523

686 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools licensed separately.
- Licenses are renewed every 3 years; no licensing fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.; for 1/3 of the Agency's licensed capacity; the number of children using the play area at one time does not exceed the number there is square footage for at the rate of 50 sq. ft. per child.
- Staff/child ratios: 6 wks. to 12 mos. - 1:4; 13 mos. to 24 mos. - 1:5; 25 mos. to 35 mos. - 1:6; 36 mos. to 47 mos. - 1:8; 48 mos. to 59 mos. - 1:12; 60 mos. and older - 1:15; mixed age groups - ratio of average age of group.
- Fire safety and building code inspection required once every 3 years; licensing or monitoring inspection required annually.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Center directors required to have an Associates Degree; lead/head teachers required to have 12 college credits; assistant teachers required to have 6 college credits; no requirements for teacher aides or dietician and kitchen staff.
- No annual in-service training required.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Center staff required to be prescreened by child abuse clearance, criminal background check, Martax test for TB, and medical examination; fingerprinting, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring allowed prior to results of prescreening for 60 days.
- No state recommended salary schedule for center staff.
- Minimum age requirement for child care workers is 18; aides must be at least 16; no age limitation for teachers and directors.
- Written references are only required for center staff when there is a questionable background.
- Must have at least one person on the premises during operating hours who is trained in CPR for infants and children and First Aid.
- A temporary substitute who does not meet the education/experience requirements for the position may not work more than 30 consecutive days.

Complaint Procedure

- Laws that require immediate closing of a center exist.
- Length of time center has to come into compliance depends on the violation.
- Parents and resource and referral agencies are informed on the day the center or home is closed by letter.

-Complaints that are registered against a center are responded to on the same day if it is a serious complaint; complaints that involve unlicensed agencies are investigated within 1 week; licensed agencies investigation must be completed within 30 days.

Child Documentation

-No specific state guidelines for child enrollment; however, no child may be enrolled who is under 6 weeks old.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment is prohibited.

Infant Care Programs

-Separate regulations for centers which service infants exist.

School Age Programs

-Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

-Center required to have on going consultation with parents, physician or other professionals.

Subsidized Child Care

-Is available; contact Division of Human Services at (603) 271-4381 or Division of Children Youth Services at (603) 271-4248.

Local Contact

-No local contact offices; licensing is centralized.

Pending Legislation

-New licensing laws were implemented in Jan. 1991; new sections include a prohibition against child Endangerment in exempted child day care, suspension of license and many other changes.

NEW JERSEY

Information

Supplied by: Richard Crane
Acting Chief - Bureau of Licensing
Division of Youth and Family Services
CN 717
Trenton, NJ 08625
(609) 292-1018

2112 licensed day care centers

Regulations and Requirements

- License required; center is defined as 6 or more children under 6 years of age who attend for less than 24 hours a day; nursery/preschools are not licensed separately.
- License is renewed every 3 years; fee is \$75, goes to General State Treasury Fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft. (new centers), 30 sq. ft. (existing centers); outdoor - 150 sq. ft. minimum, plus 30 sq. ft. per child when more than 5 children use the space.
- Staff/child ratios: 0 to 18 months - 1:4; 18 months to 2 1/2 years - 1:7; 2 1/2 to 4 - 1:10; 4 to 5 - 1:15.
- Separate inspections required yearly by Fire and Health Departments; building code inspection required once, to secure a Certificate of Occupancy.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, group teachers, and lead/head teachers; no preservice education or experience required for assistant teachers, teacher aides, or the dietician and kitchen staff.
- While staff are required to have training, there is no requirement for annual in-service training.
- No special training required for infant care, special needs care, or drop in care; sick child care special training required for each new staff member upon beginning work at the center and for all staff members annually.
- Staff required to be prescreened by Mantoux test for TB (or chest x-ray) and medical examination; statement is required regarding whether convicted of a crime; fingerprinting, child abuse clearance, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 14; 14 to 17 year olds must be directly supervised by an adult.
- 2 written references (or verbal references documented) required.
- CPR/first aid not required; current requirements only recommend that a person with CPR training be at the center.
- Centers required to have a substitute system.

Complaint Procedure

- Policies exist that require immediate closing of a center; in case of imminent or life threatening hazards - contact local code officials; contact parents, court to get injunction, send DYFS licensing staff to the center to make sure that the center complies with closing.
- Length of time center has to come into compliance depends on nature of infraction.
- Resource and Referral agencies are sent status reports on all centers, some of which will indicate centers that are closed.
- When complaint against a center is registered, written report is sent to centers, follow-ups as necessary.

Child Documentation

- Specific guidelines for child enrollment include staffing requirements and toilet/sink requirements. Also, a child must meet certain health requirements.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Corporal punishment prohibited.

Infant Care Programs

- More stringent staff/child ratios and sanitation procedures exist.

Special Needs Child Care Regulations

- More stringent ratios exist for ambulatory and non-ambulatory special needs children.

Sick Child Care Program

- Detailed requirements for programs for caring for sick children.

Subsidized Child Care

- Is available; contact Division of Youth and Family Services: (609) 292-8408.

Child Abuse and Neglect

- Contact 24 hour hotline: 1-800-792-8610. Also, in each county there is at least one phone number for a field office that will respond to cases during normal business hours.

Local Contact

- No local contact offices within the state.

Pending Legislation

- None.

NEW MEXICO

Information

Supplied by: Stephen M. Borland, Program Manager
Department of Health
1190 St. Francis Drive, P.O. Box 26110
Santa Fe, NM 87502
(505) 827-2411

380 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed annually; fee is \$55.00; fees goes into State General Fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft., 20% of the licensed capacity.
- Staff/child ratios: infants - 1:6; toddlers - 1:6; preschool - 1:12; schoolage - 1:15; mixed age groups - same.
- Initial building code inspection required; separate inspections required annually by Sanitation and Fire Departments.
- No general or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education is required for day care center directors. It is not required for lead/head teachers, assistant teacher, teacher aides, or the dietician and kitchen staff.
- 24 hours in-service training is required annually.
- Special training required for special needs care and sick child care; no special training required for infant care or drop-in care.
- Prescreening tests required at the time of hiring: fingerprinting, child abuse clearance, criminal background check, and Martax test for TB; chest x-ray required if necessary; medical examination, AIDS test, drug and alcohol test **are not** required.
- Conditional hiring is allowed prior to results of prescreening; no fixed time per FBI clearance.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- Three written references are required from previous employers.
- CPR/first aid is required in addition to training hours.
- Temporary substitutes must meet same requirements as regular staff.

Complaint Procedure

- Immediate closing of a center results in revocation/suspension with a hearing.
- The seriousness of problem determines whether or not it only requires a warning; length of time that center has to come into compliance determined by the seriousness of deficiency.
- Resource and referral agencies are notified when a center is closed.
- Local offices vary in their responses when a complaint is registered against a day care center.

Child Documentation

- Specific state guidelines for child enrollment exist.

Transportation

-Transportation of children regulations cover basic safety, seatbelts.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Separate regulations for centers which service infants are incorporated into general regulations.

Special Needs Child Care Regulations

-Separate regulations for caring for special needs children exist; mainstreaming of special needs children is not required.

Sick Child Care Program

-Separate regulations for caring for sick children exist.

Subsidized Child Care

-Is available; contact Social Services Division, 2009 S. Pacheco, Santa Fe, NM 87503; (505) 827-8400.

Child Abuse and Neglect

-Call (505) 827-8400.

Local Contact

-Offices located in Albuquerque, Las Cruces, and Roswell.

Pending Legislation

-None.

NEW YORK

Information

Supplied by:

Joseph Capo
Director, Regional Operations
NYS Dept. of Social Services, Bureau of Child Care
40 North Pearl Street
Albany, NY 12243
(518) 474-5926

3737 licensed day care centers

Regulations and Requirements

- License required; NYC Dept. of Health (not NYSDSS) licenses centers in the City; nursery/preschools are not licensed separately.
- Licenses are renewed every 2 years; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft. (50 sq. ft. for children in cribs); outdoor - none.
- Staff/child ratios: 8 weeks to 1 1/2 years - 1:4; 1 1/2 years to 3 years - 1:4 or 1:5; 3 years - 1:6 or 1:7; 4 years - 1:7 or 1:8; 5 years - 1:8 or 1:9; 6 years to 10 years - 1:10; 10 years to 14 years - 1:15.
- Fire safety inspection required annually; building code required initially and with change or usage or expansion; health inspection required initially and upon renewal where required; zoning inspection required at initial licensure; fire detection system and heating inspection required at initial licensure and for renewal.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, teacher aides, and the dietician and kitchen staff.
- Annual in-service training required for center staff.
- Lead caregiver required to have special training for infant care; special training for special needs care required; no special training required for sick child care or drop in care.
- Staff required to be prescreened by child abuse clearance, Martax test for TE (or chest x-ray), and medical examination; attestation by the applicant required for criminal background check; fingerprinting, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- 3 written personal references and 3 written employment references required.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- Temporary substitutes must meet the regulatory requirements for the position filled.

Complaint Procedure

- Have policies that require immediate closing of a center - called suspension.
- All violations require a notice.
- Length of time center has to come into compliance depends on seriousness of violation, from immediately to 30 days.
- Resource and referral agencies are notified when a center is closed.
- Response process for complaints registered against a center: depending of the nature of the complaint, it is investigated within 24 hours or within 15 days.

Child Documentation

- Specific state guidelines for child enrollment exist.

Transportation

- Regulations concerning the transportation of children exist.

Discipline

- Corporal punishment and humiliating or frightening methods of control and discipline are prohibited.

Infant Care Programs

- Special provisions for children under three years of age exist.

School Age Programs

- Separate regulations for before and after school exist.

Special Needs Child Care Regulations

- No separate regulations for caring for special needs children, but provision must be made by center to address the individual needs of children.

Sick Child Care Program

- No separate regulations for caring for sick children; regulations only draft guidelines.

Subsidized Child Care

- Is available; contact Anne Ball, 40 North Pearl Street, Bureau of Child Care, Section 11-B, Albany, NY 12243: (518) 474-9454.

Child Abuse and Neglect

- Call 1-800-342-3720.

Local Contact

- 6 regional offices which license and regulate day care centers.

Pending Legislation

- Registration of day care centers (small) 3-6 children -- this was formally an unlicensed category.

NORTH CAROLINA

Information

Supplied by:

Nancy M. Sampson
Child Day Care Section Chief
Child Day Care Section, Division of Facility Services
701 Barbour Drive
Raleigh, NC 27603
(919) 733-4801

3027 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- Licenses are renewed annually; no license fee; the State Department of Revenue collects a privilege license tax based on licensed capacity.
- Preapproval inspection required.
- Space requirements per child: indoor - 25 sq. ft. minus halls, closets, bathrooms; outdoor - 75 sq. ft. with a minimum of space for 30 children.
- Staff/child ratios: up to one year old - 1:6; 1 to 2 year olds - 1:7; 2 to 3 year olds - 1:12; 3 to 4 years old - 1:15; 4 to 5 years old - 1:20; 5 year olds - 1:25.
- Fire safety inspection required initially and annually thereafter; building code inspection required initially and when major renovations are done; sanitation inspection required initially and annually (effective 1992, 2 inspections per year will be required).
- No general liability and no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- Annual in-service training required for center staff; number of hours of training depends on education and experience of staff person.
- No special training for infant care, special needs care, sick child care, and drop in care.
- Center staff required to have either a Mantoux test for TB or a chest x-ray initially and annually thereafter; initial medical examination required and annual health questionnaire must be completed; staff not required to be prescreened by fingerprinting, child abuse clearance, criminal background check, AIDS test, or drug and alcohol test.
- No state recommended salary schedule for center staff.
- Minimum age requirement for operator, director/administrator - 21 years old; minimum age requirement for teacher - 18 years old; minimum age requirement for teacher's aide - 16 years old.
- No written references required for center staff.
- CPR and first aid are required so that there is always at least one person present during operating hours who has child CPR certification and has successfully completed a course in basic first aid in the last 3 years; may be counted as in-service.
- Temporary substitutes at a minimum must be 16 years old and literate. If 16 and 17, must work under direct supervision of a qualified teacher.

Complaint Procedure

- No policies that require immediate closing of a center; summary suspension of a license is an option, which would mean immediate closure unless a stay was obtained; a hearing is required 5 days after suspension is ordered.
- Violations that have been corrected and/or have not occurred previously require only a warning.
- Resource and referral agencies are not notified when a center is closed; automated system is in process of being set up to link this office with R and R's.
- When a complaint is registered against a center, a consultant must investigate within 30 days after receiving the complaint and take appropriate action; for abuse/neglect, mandated response time is within 7 days.

Child Documentation

- No specific state guidelines for child enrollment.

Transportation

- Vehicles must meet state safety inspection standards; driver must have license for type of vehicle being driven; staff/child ratio must be maintained; appropriate child restraints must be used.

Discipline

- Corporal punishment is not allowed. Exception: church operated/religious sponsored facilities may spank children with parents permission when spanking is deemed part of religious beliefs of church/denomination. Center must have written discipline policy.

Infant Care Programs

- Separate regulations for centers which service infants, only so far as nutrition, ratios, and equipment; no more in depth than for other age groups.

School Age Programs

- Specific regulations for activities and ratios for school-age children exist.

Special Needs Child Care Regulations

- The Division of Mental Health, Mental Retardation, and Substance Abuse Services certifies programs for developmentally disabled children; mainstreaming of special needs children is not required.

Sick Child Care Program

- Separate regulations for caring for sick children effective October 1, 1991.

Subsidized Child Care

- Is available; contact Ron Penney or Nancy Wilson at the Division of Facility Services, Child Day Care Section: (919) 733-4201.

Child Abuse and Neglect

- Contact Christine Carroll at the Division of Facility Services, Child Day Care Section: (919) 733-4801.

Local Contact

- No local contact offices; consultants work out of their homes.

Pending Legislation

- None.

NORTH DAKOTA

Information
Supplied by:

Paul Ronningen
Administration of Early Childhood Services
North Dakota Department of Human Services
Judicial Wing, 3rd Floor
600 E. Boulevard Ave.
Bismarck ND 58505-0268
(701) 224-4809

71 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are licensed separately.
- Centers have option of one or two year license; same number of visits occur.
- License fee is used for salaries of licensing staff, fringes, mileage, training of licensing staff and providers.
- Preapproval inspection not required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: up to 24 months - 1:4; 2 year olds - 1:5; 3 year olds - 1:7; 4 year olds - 1:10; 5 year olds - 1:12; 6-12 year olds - 1:18.
- Fire safety, Building Code and Health and Sanitation inspections required annually.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors, lead/head teachers, and assistant teachers - must meet minimum standards; no requirements for teacher aides, or the dietician and kitchen staff.
- 10 hours annual in-service training required.
- No special training for infant care, special needs care, sick child care, or drop in care.
- Center staff required to be prescreened by child abuse clearance; fingerprinting is optional; criminal background check, mantax test for TB, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required - self certification form is used.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Child care worker must be at least 14 years of age; parental consent required between 14-16; no person under 18 can be left without adult supervision.
- No written references required.
- Required that at all times when children are receiving care, a staff member is on duty who meets current certification requirements in basic CPR.
- Backup staff have background checks for Abuse and Neglect and must be trained to center operations.

Complaint Procedure

- No policies that require immediate closing of center - would depend on the circumstances.
- Center has 20-60 days to come into compliance depending on the violation.
- Resource and referral agencies are notified when a center is closed; upon revocation of a license, the information is public.

-Abuse and Neglect reports are handled by Protective Services while Rule Violations are handled by licensing staff; on site visits occur.

Child Documentation

-Child health forms, child immunization forms, and a child information form are provided by parents to provider.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Children must not be subjected to physical harm or humiliation. No child may be punched, spanked, shaken, pinched, bitten, roughly handled, or struck by the caretaker or any other adult in the facility.

Infant Care Programs

-Separate regulations for centers which service infants exist.

School Age Programs

-Separate regulations for before and after school programs exist; further rules are now being developed.

Special Needs Child Care Regulations

-Separate regulations for caring for special needs children exist.

Subsidized Child Care

-AFDC/Transitional/Protection Service and Crossroad - child care for adolescent parents to continue their education.

Child Abuse and Neglect

-Call the local County Social Service Office.

Local Contact

-Contact County Social Services for licensing issues.

Pending Legislation

-Child Care Providers will now have the option to be fingerprinted and have there name placed on a register indicating they don't have a felony record or abuse/neglect charges.

OHIO

Information

Supplied by:

M. Pauline Hosenfeld, Chief
Child Day Care Licensing Section
Ohio Department of Human Services
30 East Broad Street, 30th Floor
Columbus, Ohio 43266-0423
(614) 466-3822

2936 licensed day care centers

Regulations and Requirements

- License required; nursery schools and preschools are licensed the same as full day programs; some school-operated programs are regulated by ODE.
- Licenses are renewed every two years; fee is \$100 and goes to state's general treasury fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 60 sq. ft.
- Staff/child ratios: infants - 1:5 & 1:6; toddlers - 1:7 & 1:8; preschool - 1:12 & 1:14; schoolage - 1:18 & 1:20; mixed age groups - age of the youngest child determines the staff ratio of the group.
- Fire safety inspection required annually; building code inspection required once initially; health (food service license) required annually.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center administrators; high school diploma, GED, or Vo-Tech training course required for all other child care center staff.
- Each child care center staff member must obtain 15 hours of in-service training annually until a total of 45 hours of training have been completed unless the staff member shows evidence of completion of an associates degree or higher in child development or early childhood education from a college or university, or a CDA Credential.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Each staff member required to sign a statement that he/she has not been convicted of or pleaded guilty to child abuse or other crimes of violence; fingerprinting, child abuse clearance, Martax test for TB or chest X-Ray required; medical examination, AIDS test, and drug/alcohol test not required.
- Ohio law does not address conditional hiring in day care.
- Minimum age requirement for working in a center is 18.
- 3 written references required from individuals not related to the potential employee.
- First aid training is required as a part of the in-service training.
- Substitutes must meet all requirements for child care staff members.

Complaint Procedure

- No policies that require immediate closing of a day care center.
- No policies that require only a warning; a reasonable period of time given for a center to come into compliance.
- Resource and referral agencies are notified of center closings by staff contact.
- Complaints against a center are prioritized and investigated.

Child Documentation

-Center must have on each enrolled child: emergency medical information, record of immunizations, emergency contact information, record of physical exam, health history, disease history, chronic or special health needs, list of allergies.

Transportation

-Regulations regarding the transportation of children exist; a staff person trained in first aid must be present.

Discipline

-Corporal punishment is allowed if parent gives written permission; no discipline shall be imposed for failure to eat, sleep or toilet accidents; discipline shall not include withholding food, rest, or toilet use; techniques of discipline shall not humiliate, shame, or frighten a child.

Infant Care Programs

-No separate regulations exist.

School Age Programs

-No separate regulations exist; rules are in draft stage.

Special Needs Child Care Regulations

-A center providing care for a special needs child or who requires treatment for health conditions shall do so in accordance with a written medical/physical care plan for the care of the child. This plan must be approved by both the child care staff member with primary responsibility for the child and parent, as well as the center administrator.
-No mainstreaming of special needs children required.

Sick Child Care Program

-No separate regulations exist.

Subsidized Child Care

-Is available; contact Bureau of Child Care, Ohio DHS, 30 E. Broad Street, Columbus, OH 43266-0423; (614) 466-1043.

Child Abuse and Neglect

-Cases of child abuse and neglect are handled by Children Services Boards or County Human Services Departments located in 88 counties around the state; each county has its own agency for handling complaints; a phone call to one of the five district offices will lead to an appropriate referral.

Local Contact

-The state has regional districts around the state (Columbus, Cleveland, Cincinnati, Canton, and Toledo).

Pending Legislation

-HB 356: Purpose is to enhance and strengthen statutory enforcement procedures. It includes fines for licensed centers that are in non-compliance; two year penalty from the date of an injunction; prohibits illegal advertising by centers, provides ODHS with emergency compliance and/or closure procedures if there is evidence of immediate harm to a child; gives ODHS statutory authority to implement the compliance indicator system; and requires that all child care providers are subject to a BCI record check by 1994.

OKLAHOMA

Information
Supplied by:

Prins Anderson
Programs Administrator
Oklahoma Department of Human Services
P.O. Box 25352
Oklahoma City, OK 73125
(405) 521-3561

1396 licensed day care centers

Regulations and Requirements

- License required for programs where children are in care for six or more hours; nursery/preschools not licensed separately.
- No license fee and licenses are renewed annually.
- Minimum of three monitoring visits prior to issuance of licensing required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.; play space only is counted.
- Staff/child ratios: infants (0-10 months) - 1:4; toddlers (10-24 months) - 1:6; 2 year olds - 1:8; 3 year olds - 1:12; 4 year olds - 1:15; schoolage - 1:20; mixed age groups - 1:8 with no more than 2 under 2 years of age.
- Separate inspections are required annually by Fire and Health (Food Service and Sanitation) Departments; building code inspections required only if city codes require it.
- No general liability or professional liability insurance required; only transportation liability required.

Prescreening, Training, and Staff Qualifications

- All staff must receive orientation; 4 options exist involving education and experience required for center directors; lead/head teachers, assistant teachers, and teacher aides must all be High School graduates or equivalent; no preservice educational and/or experience requirements for the dietician and kitchen staff.
- 6 hours annual in-service training required, usually outside of the program.
- No special training is required for infant care, special needs care, sick child care, or drop in care.
- Mantax test for TB required for center staff; chest x-ray required if positive to skin test reaction; child abuse clearance is not required, but staff must sign statement regarding convictions or pleading guilty and a release permitting a full background check. Although many directors do a criminal background check, it is not required. Fingerprinting, medical examination, AIDS test, and drug and alcohol tests are not required. Four references must be obtained by the director on all staff.
- TB test required upon employment; references within one month of employment.
- No state recommended salary schedule for center staff.
- No minimum age requirement for working in a center; is regulated through minimum educational requirements.
- 3 references other than relatives required on the director; director obtains 4 references on all staff, including previous employers.
- Director and staff must become familiar with first aid procedures upon employment.
- Substitute staff must meet all requirements except the annual training requirement.

Complaint Procedure

- No policies that require immediate closing of a center. Local District Attorney seeks injunctions if children are at risk.
- Non-compliance is documented and centers are informed if non-compliance is jeopardizing their license.
- Length of time center has to come into compliance depends on the seriousness of the violation - anywhere from one day to one year.
- Resource and referral agencies are notified of all case closures.
- Complaints registered against a center are responded to; parents who request a follow-up are recontacted after the investigation is completed.

Child Documentation

- Required health records and attendance records for all children.

Transportation

- Specific regulations exist concerning the transportation of children.

Discipline

- Corporal punishment is prohibited.

Infant Care Programs

- No separate regulations for centers which serve infants, but there is a chapter that addresses infant/toddler care.

School Age Programs

- No separate regulations for before and after school programs, but they have separate equipment requirements.

Sick Child Care Program

- Both the law and regulations limit care of sick children.

Subsidized Child Care

- Is available; contact Charlesetta Combs, Family Support, Dept. of Human Services, (405) 521-3431.

Child Abuse and Neglect

- Report to local county offices or to statewide hotline (1-800-522-3511).

Local Contact

- 50 field staff located in 27 of the 77 counties in the state.

Pending Legislation

- An office of child care was created which will hopefully enhance services and serve as an advocate for centers.

OREGON

Information

Supplied by: Karen Moffat, Unit Manager
Children's Services Division
Day Care Services
Department of Human Resources
198 Commercial Street, SE
Salem, OR 97301
(503) 378-3178

670 licensed day care centers

Regulations and Requirements

- License required; centers have 13 or more children; preschools (4 hours per day or less) are not licensed.
- Licenses are renewed annually; license fee is \$25.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft., for at least 1/3 the capacity.
- Staff/child ratios: infants - 1:4; toddlers - 1:4; preschool - 1:10; school-age - 1:15; mixed age groups - ratio of lowest age in group.
- Fire safety and sanitation inspections required annually; building code inspection required initially and if building is remodeled.
- No general liability insurance or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Center directors required to have 1 year experience or training in management or supervision; lead/head teacher required to have 2 years experience or training in ECE or child development; teachers required to have 1 year experience or training; no requirements for teacher aides or other support staff.
- 15 hours annual in-service training required.
- No special training for infant care, special needs care, sick child care, or drop in care.
- Center staff required to be prescreened by child abuse clearance and criminal background check; fingerprinting, Mantoux test for TB, chest x-ray, medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring allowed prior to results of prescreening for 30 days (to do state criminal record checks).
- No state recommended salary schedule.
- Minimum age requirement for teacher aides is 16; minimum age requirement for remaining staff is 18.
- 3 written references required for center directors.
- Must be one person on the premises at all times with current first aid card.
- Criminal record checks must be done for temporary substitute if he/she works more than 30 days.

Complaint Procedure

- No policy for immediate closing of a center; can suspend license if children are in danger.
- Operators get a warning of any pending legal action; receive a warning unless children are endangered.

- Centers have maximum of 6 months to come into compliance under a temporary certificate.
- Resource and referral agencies are notified by a telephone call when a center is closed.
- Complaints registered against centers are handled by the center's certifier.

Child Documentation

- Certain records must be maintained for each enrolled child.

Transportation

- Separate regulations concerning the transportation of children exist.

Discipline

- Corporal punishment prohibited.

Infant Care Programs

- Separate regulations for centers which service infants exist.

School Age Programs

- School age children have opportunities to choose from: a) indoor and outdoor group activities; b) individual projects including homework; c) rest or relaxation. The center is required to have activities and equipment appropriate for school age children.

Special Needs Child Care Regulations

- No separate regulations for caring for special needs children; mainstreaming is not required, but discrimination is precluded.

Sick Child Care Program

- Separate regulations for caring for sick children exist.

Subsidized Child Care

- Is available; contact Tina Harmon, Adult and Family Services, Public Service Building, Salem, OR, 97310; (503) 378-3178.

Child Abuse and Neglect

- Contact the local CSD branch offices and any law enforcement agency; for statewide information, call (503) 378-4722.

Local Contact

- Staff assigned by regions.

Pending Legislation

- None.

PENNSYLVANIA

Information

Supplied by: Kathryn J. Holod
Director, Bureau of Child Day Care Services
Department of Public Welfare
Office of Children, Youth and Families
P.O. Box 2675
Harrisburg, PA 17105
(717) 787-8691

2823 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools regulated separately (by the PA Dept. of Education).
- Licenses are renewed annually; no license fee.
- Inspection and followup inspection for areas cited as noncompliant.
- Space requirements per child: indoor - 40 sq. ft.; outdoor - 65 sq. ft. with some exceptions.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; school-age - 1:12; mixed age groups - depends on number of infants and toddlers in group.
- Fire safety and building code inspection required initially and at construction or modification.
- General liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- For all staff positions, previous education and experience is required.
- Annual in-service training is not required.
- No special training required for infant care, sick child care, or drop in care; required to have training in the disabilities of children in care for special needs care.
- Staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, and medical examination; Mantoux test for TB, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring is permitted pending child abuse and criminal abuse clearances, but health information must be present on the first day of work with children.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 17.
- Two written references required from non-relatives.
- First aid training is a separate in-service training requirement.
- No policies regarding the use of temporary substitutes.

Complaint Procedure

- No policies that require immediate closing of a center; injunctive relief is available in emergency situations where violations of the law or regulations have occurred.
- No policies that required only a warning; when noncompliance with regulations is cited, the provider has an opportunity to correct.
- Length of time center has to come into compliance varies, depending on the violation.

-Resource and referral agencies are notified when a center is closed only for facilities providing subsidized child day care. If the closed facility provides subsidized care, the local management agency is informed to cease referrals.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-No physical punishment.

Infant Care Programs

-No separate regulations, but there are some infant-specific regulations.

Special Needs Child Care Regulations

-There is special needs supplement to regulations which is applied to special needs care in all facilities.

Subsidized Child Care

-Is available; contact Dept. of Public Welfare, (717) 787-8691.

Child Abuse and Neglect

-Call 1-800-923-0313.

Local Contact

-Day care in Pennsylvania is regionalized with four regional offices.

Pending Legislation

-Current legislation initiatives are too extensive to describe in this report. There is one important initiative to return to licensing family day care homes. If successful, it will have a vast impact on staff and activities.

PUERTO RICO

Information

Supplied by: Rosa Canino de Cardona, Director
Department of Social Services
Licensing Office
Box 11398
Santurce, Puerto Rico 00910
(809) 722-7400

473 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are regulated separately.
- Licenses are renewed every 2 years; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - none; the only requirement is to have a play yard.
- Staff/child ratios: infants - 1:3-4; toddlers - 1:3-4; preschool - 1:8; schoolage - 1:12.
- Fire inspection and Health Department inspections required annually; building code inspection required (number of times determined by the agency).
- General liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- One year's experience required for center directors, lead/head teachers, assistant teachers, teacher aides, and dietician and kitchen staff.
- No annual in-service training required.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to be prescreened by criminal background check every 6 months; chest x-ray and medical examination required annually; fingerprinting, child abuse clearance, Mantoux test for TB, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff - at least minimum federal salary.
- Minimum age requirements: director - 25; staff positions - 21; rest of personnel - 18 or older.
- Written references only required for family day care homes.
- At least one center staff member should have training in CPR or be a graduate nurse.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Length of time center has to come into compliance depends upon the recommendation of the supervisor, but no more than 6 months.
- Resource and referral agencies are not notified when a center is closed.
- The different regional offices of the island investigate right away any complaint registered against a center.

Child Documentation

-Health certificate, vaccination record, and authorization for medical treatment in case of an accident required for each enrolled child.

Transportation

-Transportation is under the regulations of the Public Service Commission.

Discipline

-Corporal punishment is prohibited.

Infant Care Programs

-Separate regulations for centers which service infants exist.

Special Needs Child Care Regulations

-Separate regulations for caring for special needs children exist in terms of staff education, number of staff per child, equipment, etc.

Sick Child Care Program

-Centers are not supposed to care for sick children.

Subsidized Child Care

-Is not available.

Child Abuse and Neglect

-Call (809) 724-1333 or (809) 724-1373.

Local Contact

-There are 10 regional offices around the island and a local office in each one of the 78 towns.

Pending Legislation

-None.

RHODE ISLAND

Information

Supplied by: JoAnne K. Flodin
Child Development Specialist
RI Dept. for Children, Youth and Families
610 Mount Pleasant Avenue
Providence, RI 02908
(401) 457-4995

225 licensed day care centers

Regulations and Requirements

- License required; nursery schools are approved separately.
- Licenses are renewed annually; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 45 sq. ft. under 3 years; 35 square ft. over 3 years; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:6; 3 year olds - 1:8; 4 year olds - 1:10; schoolage - 1:13; mixed age groups - depends on number and age of youngest child in group.
- Fire safety, building code, and health inspections required annually.
- General liability insurance required; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for lead/head teachers, assistant teachers, and nurse; no requirements for center directors, teacher aides, or the dietician and kitchen staff.
- Annual in-service training required.
- Nurse required to have special training for infant care; no special training required for special needs care.
- Center staff required to be prescreened by fingerprinting, child abuse clearance, criminal background check, Martax TB test, and medical examination once prior to employment; chest x-ray, AIDS test, and drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening is allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- 4 references are required on applicants for initial licensing; these cover the areas of health, finances, education, and character.
- Must have person trained in first aid on site in facility at all times.
- Centers have to have a list of substitutes and these people have to comply with staff requirements.

Complaint Procedure

- If health and/or safety of the children is in jeopardy, center required to close immediately.
- Minor violation of regulations requires warning only.
- Center has up to 30 days to come into compliance depending on nature of violation.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are investigated by the licensing worker.

Child Documentation

-Center required to have on record: age of child by program, medical and immunization information, emergency information, identifying information on parents and child.

Transportation

-Regulations concerning the transportation of children exist under the Dept. of Transportation.

Discipline

-Corporal punishment is prohibited.

Infant Care Programs

Separate regulations for centers which service infants exist.

School Age Programs

-Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

-Mainstreaming of special needs children is required.

Sick Child Care Program

-Sick children have to be excluded from day care center programs.

Subsidized Child Care

-Is available; contact Dept. of Human Services, 600 New London Ave., Cranston, RI, 02920; (401) 464-3415.

Child Abuse and Neglect

-Call 1-800-RICHILD.

Local Contact

-RI Dept. of Children, Youth and Families is statewide.

Pending Legislation

-None.

SOUTH CAROLINA

Information

Supplied by:

Sherry Driggers, Ed.D.
Assistant Director - CPPS - Day Care Licensing
Department of Social Services
P.O. Box 1520
Columbia, SC 29202
(803) 734-5740

3222 licensed day care facilities

Regulations and Requirements

- License required; nursery/preschools licensed separately.
- License renewed every 2 years; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:8; toddlers - 1:8; 2 year olds - 1:12; 3 year olds - 1:15; 4 year olds - 1:20; schoolage - 1:20; mixed age groups - as indicated.
- Separate inspections required before opening and at renewal time by the Fire and Sanitation Departments.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience requirements for facility directors: at least 3 years experience in a licensed facility; high school diploma with one year's experience for GDCH.
- No annual in-service training required.
- No special training required for infant care, special needs care, sick child care or drop in care.
- Prescreening required for facility staff: criminal background check and Mantax test for TB; chest x-ray required if indicated to follow-up skin test; fingerprinting, child abuse clearance, medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring not allowed prior to results of prescreening.
- No state recommended salary schedule for the various facility staff levels.
- Minimum age requirement for working in a facility: 14 years old with constant supervision; 18 years old without supervision.
- Written references are required for director.
- CPR/first aid not a separate preservice and/or in-service training requirement.
- No policy regarding the requirements for the use of temporary substitutes.

Complaint Procedure

- No policies that require immediate closing of a day care facility.
- No policies that only require a warning.
- Facilities have no longer than a year to come into compliance.
- Resource and referral agencies are not notified when a facility is closed.
- Complaints registered against a facility are responded to; provider must be given a 24 hour notice before follow-up visit unless complaint was written and signed by complainant.

Child Documentation

-Statement of child's health and immunization record, emergency numbers, doctor information, etc. are required for child enrollment.

Transportation

-No regulations concerning the transportation of children.

Discipline

-Written parental permission is required for corporal punishment.

Infant Care Programs

-Additional fire regulations for facilities which serve infants: the State Fire Marshal has authority to grant alternate methods of compliance within the intent of the regulations.

School Age Programs

-No separate regulations for before and after school programs.

Special Needs Child Care Regulations

-No separate regulations for caring for special needs children.

Sick Child Care Program

-No separate regulations for caring for sick children.

Subsidized Child Care

-Is available; contact South Carolina Department of Health and Human Services Finance Commission, 1801 Main St., P.O. Box 8206, Columbia, SC 29202-8206; (803) 253-6154.

Child Abuse and Neglect

-Cases would be handled by the individual county offices of the Department of Social Services.

Local Contact

-46 county offices.

Pending Legislation

-CPR and First Aid training pending.

SOUTH DAKOTA

Information

Supplied by:

David Hanson, Program Specialist
Department of Social Services
700 Governor Drive
Pierre, SD 57501
(605) 773-3227

106 licensed day care centers

Regulations and Requirements

- License required for 21 or more children; voluntary certification only for nursery schools by Department of Education.
- No license fee and licenses are renewed annually.
- Annual inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 50 sq. ft.
- Staff/child ratios: infants - 1:5; toddlers (up to 3 years) - 1:5; preschool (3-6 years) 1:10; schoolage - 1:15; mixed age groups - according to number in each group.
- Separate inspections required annually by Fire and Health Departments.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice educational and/or experience only required for: Center directors and lead/head teachers; none required for: Assistant teachers, teacher aides, dietician or kitchen staff.
- Twenty hours of in-service training is required annually.
- No special training required for infant care, special needs care, sick child care, drop-in care.
- Prescreening tests required at the time of hiring: child abuse clearance and criminal background check required at hiring and annually; TB test and chest x-ray or medical exam required at hiring and annually, if positive and no INH therapy received; fingerprinting, AIDS, and drug and alcohol tests **are not** required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Child care worker must be at least 18 years old; secondary child care workers may be 14 years old under the direct and constant supervision of child care worker.
- Written references not required; verbal is sufficient but there must be at least three personal and one past employer.
- Annual courses in basic first aid, CPR, health and safety required for all staff.
- Substitutes must meet requirements for child care workers.

Complaint Procedure

- Immediate closing of the center required if children are in imminent danger.
- Warning given for any other areas of non-compliance; length of time for corrections determined by corrective action plan.
- No process for notifying resource and referral agencies when centers are closed.
- Response process when a complaint is registered against a day care center.

Child Documentation

-Immunization records, name of parent(s), address, phone number, doctor, emergency contact person required.

Transportation of Children

-Staff/child ratios must be met.
-Children under 5 must be in passenger restraint system.

Discipline

-Corporal punishment prohibited; this includes humiliating and frightening punishment also.

Schoolage Programs

-Separate regulations are in development.

Subsidized Child Care

-Is available; contact: Department of Social Services, Office of Assistance Payments, (605) 773-4678 or Office of Child Care Services, (605) 773-3227.

Child Abuse and Neglect

-Call local Department of Social Service Office or local law enforcement agency.

Local Contact

-Approximately 20 district or local offices.

Pending Legislation

-Office of Child Care completed in 1991 by legislature as well as committee to oversee functions of the office. This is to promote quality child care in South Dakota and administrate the Child Development Block Grant Funds.

TENNESSEE

Information

Supplied by: Carolyn Deal
Day Care Center Licensing Coordinator
400 Deaderick
Nashville, TN 37248-9800
(615) 741-7129

2827 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately.
- Licenses are renewed annually; license application fee is \$15 to \$25, depending on licensed capacity; money goes into the General Fund.
- Preapproval inspection required.
- Space requirements per child: indoor - 30 sq. ft.; outdoor - 50 sq. ft.; defined as "usable play space" (excludes restrooms, halls, kitchen and office space).
- Staff/child ratios: infants - 1:5; toddlers - 1:7; 2 year olds - 1:8; 3 year olds - 1:10; 4 year olds - 1:15; 5 year olds - 1:20; schoolage - 1:25; mixed age groups - ranges from 1:6 for infants/toddlers to 1:20 for 4 and 5 year olds.
- Fire safety and food/sanitation inspections required annually; building code inspection required by some municipalities.
- No general liability and professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Center directors required to have H.S. Diploma, 2 years experience, and orientation to job; lead/head teachers required to have high school education and orientation; assistant teachers and teacher aides required to be literate and have an orientation; dietician and kitchen staff required to have an orientation.
- 12 hours annual in-service training required for directors; 6 hours required for caregivers.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Center staff required to have Mantax test for TB; medical examination required initially and every 3 years thereafter; child abuse clearance and criminal background check not required unless reason to suspect; chest x-ray not required unless need is indicated by other tests; AIDS test not required; drug and alcohol tests not required until new rules take effect.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- 3 written references required in addition to information about last employment.
- At least one staff member with training in CPR/first aid required to be on premises at all times.
- Temporary substitutes must meet most requirements of other caregivers but not required to have physical exam.

Complaint Procedure

- If children are in immediate danger, center can get a temporary restraining order and simultaneously suspend license; all other violations receive notice and request for corrective action.
- Length of time center has to come into compliance varies with degree of danger or threat of harm.
- Resource and referral agencies are notified when a center is closed.
- Response to complaints registered against centers is immediate if harm is implied; if relating to lesser violations, we delay investigation until next site visit; report back to complainant if requested.

Child Documentation

- Information ("application") form, child health record (immunizations and additional exam for infants and toddlers), and health history required for child enrollment.

Transportation

- Compliance with state law regarding safety restraints, commercial driver's license, and liability insurance required for transporting children.

Discipline

- No physical punishment in centers allowed.

Infant Care Programs

- Additional exam for infants and toddlers required at enrollment; center must also keep daily "activity record."

School Age Programs

- Regulations for before and after school programs are incorporated with other center rules.

Special Needs Child Care Regulations

- Separate regulations exist relating to equalizing environment.

Subsidized Child Care

- Is available; Group contracts (SSBG) - Mary Nelle Mayfield (615) 741-4983; Individual contracts - Ruby Burford (615) 741-3083.

Child Abuse and Neglect

- Every county has a number with 24-hour availability.

Local Contact

- Field staff in 10 "district" offices; 4 supervisors located in 4 urban areas supervise 41 staff.

Pending Legislation

- None; legislation has been discouraged; new rules are being promulgated.

TEXAS

Information

Supplied by:

Ms. Cris Ros-Dukler
Director of Licensing
Texas Department of Human Services
P.O. Box 149030
Austin, TX 78714-9030
(512) 450-3260

5710 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools licensed separately.
- Licenses and certificates are non-expiring (valid until revoked or surrendered).
- There is an application fee of \$35, provisional license fee of \$35 and when the non-expiring license is issued there is another fee of \$35 plus \$1 for each slot in the licensed capacity. The \$35 plus \$1 is due each year. Fees go into the state's general fund.
- Preapproval inspection is required.
- Space requirements per child: indoor - 30 sq. ft., exclusive of hallways, bathrooms, kitchens and other single use areas; outdoor - 80 sq. ft. for each child in the group using the playground at the time.
- Staff/child ratios: 0 to 11 months - 1:5; 12 to 17 months - 1:6; ratios for toddlers and older children depend on the age of the youngest child in group and the number of children of youngest age.
- Fire safety, sanitation, and gas pipes inspections required annually; building code inspection required in some localities.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Center directors and staff working with children required to have preservice education and experience.
- 20 hours annual in-service training required for directors; 15 hours annual in-service training required for remaining center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to be prescreened by chest x-ray; all staff names are checked with state's department of public safety; fingerprinting required if they live outside the state and work in a Texas facility; child abuse clearance required for director; Mantoux test for TB, medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed until results are received.
- No state recommended salary schedule for center staff.
- Minimum age requirement for director is 21; minimum age requirement for remaining center staff is 18; a person 16 or 17 years old may work in a center, but must work under the direct supervision of a qualified staff.
- Written references not required.
- Texas requires that at all times children are in care there must be a staff person trained in first aid and CPR. (It does not have to be the same person trained in both.)
- Substitutes are permitted and generally must meet the same requirements as regular staff.

Complaint Procedure

- The licensing agency cannot itself close a day care center; however, the licensing statute allows the agency to petition the court for a temporary restraining order or an injunction.
- Due process requirements dictate that any time noncompliance with the child care standards could lead to a revocation, the facility is given notice and an opportunity to correct.
- Length of time center has to come into compliance varies according to the particular noncompliance(s) in the situation. Some are immediately correctable, while others may take considerably longer.
- Resource and referral agencies are notified when a center is closed.
- Response process to complaints registered against a center: runs on a system of priorities based on the nature of the allegations.

Child Documentation

- The center must obtain enrollment information for each child before admission. The center must keep this information as long as the child is in care. The parent must sign a form that contains detailed information on the child.

Transportation

- The state regulations require that for centers providing transportation, each child being transported must ride in an infant carrier, a child seat, or a seat belt, as appropriate to the child's age and size.

Discipline

- No child under 5 years old must ever be spanked. If the governing body believes it is necessary to spank children who have passed their fifth birthday, the center must have a statement on file that it is the center's policy to permit physical punishment. The statement of the rules that the center has adopted concerning the administration of physical punishment must include that spanking be done only with a staff's open hand on a child's buttocks. Each incident must be witnessed by another staff and documented in the center's records. The center must inform parents of the policy in writing and must have the parents' signed approval.

Infant Care Programs

- There are standards in the day care standards that are specific to infant care, but not a separate set of standards.

School Age Programs

- There are individual standards in the day care standards that are specific to school-age care, but not a separate set of standards. The central office has identified those standards and listed them in an official standards clarification memorandum to all staff and providers.

Special Needs Child Care Regulations

- No separate regulations for caring for special needs children. Some existing standards may present difficulties in respect to a special needs child, in which case the child care licensing permits the granting of waivers or variances for compliance. There is a standard that states the center must ensure that children needing special care at the center because of disabling or limiting conditions are given the care and activities qualified psychologists, physicians, or other experts recommend.

Sick Child Care Program

-No separate regulations for caring for sick children.

Subsidized Child Care

-Is available; contact Ms. Charlotte Brantley, Texas Dept. of Human Services
E-411, P.O. Box 149030, Austin, TX 78714-9030: (512) 450-4167.

Child Abuse and Neglect

-Statewide Child Abuse Hotline: 1-800-252-5400.

Local Contact

-Local contact offices throughout the state.

Pending Legislation

-There is a bill would require that preschool programs operated by public schools
meet this agency's standards.

UTAH

Information

Supplied by: Patricia Kreher
Director - Office of Licensing
Dept. of Human Services
120 North 200 West
Salt Lake City, UT 84106
(801) 538-4242

280 licensed day care centers

Regulations and Requirements

- License required if caring for 4 or more children for more than 4 hours; churches and programs regulated by Board of Education are exempt in certain instances; nursery/preschools are not licensed separately.
- Licenses renewed annually; license fee is \$1.50 per child plus \$25 flat fee; fee goes into the State general fund.
- Centers are visited prior to license update.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 40 sq. ft.; in collaboration with State Fire Prevention Board.
- Staff/child ratios: infants - 1:4; toddlers (under 2 years old) - 1:4; 2 year olds - 1:7; 3 year olds - 1:12; 4 year olds - 1:15; 5 year olds - 1:20.
- Inspections required annually: fire safety, health (environment), child care food program, immunizations; building code inspection required at initial opening.
- General liability insurance required if center has state contract; no professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Director required to have a CDA or better in a related field plus 2 years experience; lead/head teachers, assistant teachers, aides, and the dietician and kitchen staff must be at least 18 years old and have high school diploma or equivalent; persons under 18 years old are not counted towards staff ratios.
- Center staff required to have annual in-service training: first year - 40 hours (10 health related); each year thereafter - 20 hours (5 health related).
- No special training required for infant care, sick child care, or drop in care; standards being developed for special needs care.
- Center staff required to be prescreened by fingerprinting, criminal background check, and medical examination initially and if leave to work at new center; child abuse clearance required initially and yearly; Mantoux test for TB required as specified by Health Dept.; chest x-ray not required unless TB test is positive; AIDS test and drug and alcohol tests not required.
- Conditional hiring prior to results of prescreening is allowed; length of time not specific in standards, but generally 30 days for full compliance with all requirements.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18.
- Written references not required; are accepted and used if provided, particularly for directors.
- Center staff required to be trained in general first aid/CPR; required that one person be on duty with Certified First Aid/CPR through Red Cross.
- For use of temporary substitutes, centers must develop a list, posted at center; minimal on-site information required; must have fingerprint check.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- If health, safety, welfare of children is jeopardized but does not pose an immediate threat, can issue a 30 day notice of revocation/suspension.
- Center has 30 days to come into compliance; may be less time if necessary.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are responded to; length of time and action based on verifiable nature of complaint.

Child Documentation

- Information form, immunization, health, evaluations, proper age group with proper ratios, emergency contacts, parent information on center policy/procedures, other pertinencies such as restraining orders, etc. required.

Transportation

- Have enhanced existing Department of Public Safety standards to specifically address child care.

Discipline

- Corporal punishment prohibited.

Infant Care Programs

- Separate regulations for centers which service infants exist.

School Age Programs

- Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

- Separate regulations for caring for special needs children currently being finalized for children with handicaps.

Sick Child Care Program

- Regulations for caring for sick children incorporated into core standards, specify which children must be excluded and those that may stay - in consultations with parents.

Subsidized Child Care

- Is available; contact Office of Family Support, 120 N. 200 West, SLC, Utah, 84103: (801) 538-3970.

Child Abuse and Neglect

- Call 1-800-678-9399, all law enforcement agencies, any number with the Division of Family Services.

Local Contact

- Regional system, offices located throughout the state.

Pending Legislation

- Established "Office of Child Care" under Economic Development Offices; designed as clearing house for all child care issues; assist in policy development, etc.; also legislation allowing private providers to operate school-age programs in public schools.

VERMONT

Information

Supplied by: Coleman Baker
Chief, Children's Day Care Unit
Division of Licensing and Regulation
103 South Main Street
Waterbury, VT 05671-2401
(802) 241-2158

325 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are licensed separately.
- Licenses must be renewed every 1 to 3 years; no license fee.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:5; preschool - 1:10; schoolage - 1:13; mixed age groups - lowest ratio.
- Separate inspections required every 1-3 years for fire safety and building code.
- Regular general liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education and experience required for center directors, lead/head teachers, assistant teachers, and teacher aides; no requirements for the dietician and kitchen staff.
- Six hours in-service training is required annually.
- No special training is required for infant care, special needs care, sick child care, or drop in care.
- Only licensees are required to be prescreened by child abuse clearance; fingerprinting, criminal background check, Martax test for TB, chest x-ray, medical examination, AIDS test, and drug alcohol tests are not required.
- No state recommended salary schedule for center staff.
- Minimum age requirement for working in a center is 18; minimum is 16 in school age programs when within sight or earshot of adult.
- Three written references required from non-related persons.
- CPR/first aid is not a separate preservice and/or in-service training requirement.
- Temporary substitutes must have 3 references.

Complaint Procedure

- Immediate closing of a center (suspension) required if children are in imminent peril.
- Infraction determines how long center has to come into compliance: 5-90 days.
- Resource and referral agencies are notified when a center is closed.
- All complaints against a center (anonymous or otherwise) are investigated.

Child Documentation

- Written information required for child enrollment.

Transportation

- Numbers, seatbelts, car seats required.

Discipline

-Corporal punishment prohibited.

Infant Care Programs

-Smaller staff/child ratio required; toileting reported to parents; rocking chairs required in infant areas.

School Age Programs

-Separate regulations for before and after school programs exist.

Special Needs Child Care Regulations

-Staff must know how to respond to particular child.

Subsidized Child Care

-Is available; contact Child Care Services Division, 103 South Main St., Waterbury, VT 05676; (802) 241-3110.

Child Abuse and Neglect

-Call (802) 241-2131.

Pending Legislation

-None.

VIRGIN ISLANDS

Information
Supplied by:

Verna C. Garcia
Administrator, Volunteers & Special Programs
Department of Human Services
Barbel Plaza South
Charlotte Amalie, Virgin Islands 00802
(809) 774-0930

104 licensed day care centers

Regulations and Requirements

- License (private centers) or certification (government centers) required; nursery/preschools not licensed separately.
- Licenses renewed annually; certificates renewed biennially; license fee is \$50; fees used for training and other activities.
- Preapproval inspection required.
- Space requirements per child: indoor - 25 sq. ft.; outdoor - 45 sq. ft.
- Staff/child ratios: infants - 1:6; toddlers 1:6; preschool - 1:8 or 1:9; schoolage - 1:15.
- Fire safety and sanitation inspections required annually; building code inspections required initially.
- No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center director, lead/head teacher, assistant teacher, and teacher aides; no requirements for the dietician and kitchen staff.
- In-service training required twice a year for center staff.
- Special training required for special needs care; no special training required for infant care, sick child care, or drop in care.
- Staff required to be prescreened by child abuse clearance, criminal background check, and Mantoux test for TB; chest x-ray required if indicated; medical examination required if staff member is over age of 60; fingerprinting, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center director - 21; minimum age requirement for staff - 18.
- 3 written references from unrelated persons required for center staff.
- CPR/first aid is not a separate preservice and/or in-service requirement.
- No policy regarding the requirements for use of temporary substitutes.

Complaint Procedure

- Policies that require immediate closing of a center exist.
- Length of time center has to come into compliance depends on severity of violation.
- No formal resource or referral agencies exist.
- Complaints registered against a center are investigated.

Child Documentation

- The center must maintain a record on each enrolled child.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment is prohibited.

Infant Care Programs

-Infants can be served only in family or group day care homes.

Subsidized Child Care

-Is not available.

Child Abuse and Neglect

-Call (809) 774-4673 or (809) 774-4393.

Pending Legislation

-Revised regulations are currently being drafted.

VIRGINIA

Information

Supplied by: Arlene Kasper
Program Development Supervisor
VA DSS - Div. of Licensing Programs
8007 Discovery Drive
Richmond, VA 23229-8699
(804) 662-9075

1142 licensed day care centers

Regulations and Requirements

- License required; religious centers exempt; currently nursery schools and preschools, hospital-operated centers for employees, summer camps, and publically-operated centers are also exempt.
- Licenses renewed annually; fees based on capacity and range from \$14 - \$200; fees used for provider training.
- Preapproval inspection required.
- Space requirements per child: indoor - 25 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; young toddlers - 1:5; two and three year olds - 1:10; four year olds - 1:12; schoolage - 1:20; mixed age groups - ratio for youngest child applies.
- Fire safety and sanitation inspections required annually; building code inspections required initially; asbestos inspection required one time.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice college education and experience required for center directors; high school diploma, GED and one year experience or CDA Credential required for child care supervisors; no requirements for aides, dietician or kitchen staff.
- 8 hours annual in-service training required for center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Staff required to be prescreened with criminal background check; need to provide documentation for TB; child abuse clearance, fingerprinting, chest X-Ray, medical examination, AIDS test, and drug and alcohol test are not required.
- Conditional hiring is allowed: 3 work days for TB test, 15 days for criminal background check.
- No state recommended salary schedule for center staff.
- Minimum age requirement for center program directors is 21; minimum age for other staff other than aides is 18; minimum age for aides is 16.
- Require two references from previous employers or other knowledgeable and objective sources - need not be in writing.
- Centers must have at least one staff person on the premises during all hours of operation and at least one person on field trips who has successfully completed a first aid course approved by Red Cross within the last 3 years; newly licensed center has 30 days to come into compliance; CPR not required.
- A center shall maintain the ratio by temporary or substitutes; but anyone coming in contact with children must have TB test and criminal record check, and orientation training.

Complaint Procedure

- No policies require immediate closing of day care centers; any noncompliance that is cited constitutes a warning.
- Length of time center has to come into compliance depends on circumstances.
- No process for notifying resource and referral agencies when a center is closed, but they may contact state agency for directory of currently licensed centers.
- Complaints, either written or oral, registered against a center are responded to.

Child Documentation

- Center must have on each enrolled child: phone numbers, names and addresses of two designated emergency people, parents work phone numbers, allergies, child's grade level in school and name of school if applicable, daily attendance, immunization record, general health information, various agreements/authorizations.

Transportation

- No policies regarding transportation of children.

Discipline

- There shall be no physical punishment or disciplinary action administered to the body such as, but not limited to, spanking; forcing a child to assume an uncomfortable position (e.g. standing on one foot, keeping arms raised above or horizontal to the body); restraining to restrict movement through binding or tying; enclosing in a confined space, box, or similar cubicle; or using exercise as punishment. Children shall not be shaken at any time. The center shall neither force nor withhold meals or snacks, neither force nor withhold naps, not punish toileting accidents in disciplining. Staff shall not be verbally abusive.

Infant Care Programs

- No separate regulations, but within the child care center regulations there are special requirements for centers serving infants.

School Age Programs

- No separate regulations, but within the child care center regulations there are special requirements for centers serving school age children.

Special Needs Child Care Regulations

- No separate regulations.
- American Disabilities Act now requires mainstreaming.

Sick Child Care Program

- No separate regulations, but have licensed several of these programs through an allowable variance or waiver process.

Subsidized Child Care

- Is available; contact Division of Services Programs, VA DSS, 8007 Discovery Drive, Richmond, VA 23229 - Ben Greenburg & Badyah Waajid, 703-662-9029.

-Child Abuse and Neglect

- Call 1-800-552-7096.

Local Contact

-Four regional offices exist and 3 services points

Pending Legislation

-Effective July 1, 1992:

-Preschools, nursery schools, government sponsored child day care, hospital sponsored child day care for employees, before and after school programs and child day camps will be licensed under HB 1035.

-It creates a complaint hotline.

-Mandates previously voluntary criminal records clearances for officials and staff of religiously exempt child care settings; however, provides no verification/enforcement provision for this requirement and no inspection or enforcement provision for religiously exempt settings.

-Extends duration of a routine license from one to two years with administrative flexibility for workload adjustments; retains requirement for at least semi-annual inspections.

WASHINGTON

Information

Supplied by: Barry Fibel
Program Manager
Division of Children and Family Services
OB-41
Olympia, WA 98504
(206) 753-7002

1500 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools are not licensed separately; a free standing preschool is exempt.
- Licenses are renewed every 3 years; license fee is \$4 per child per year; fee goes into the state's general funds.
- Preapproval inspection required.
- Space requirements per child: indoor - 50 sq. ft.; outdoor - 75 sq. ft.; outdoor space may be less if children rotate play (use of area).
- Staff/child ratios: infants - 1:4; toddlers - 1:7; preschoolers - 1:10; schoolage - 1:15; mixed age groups - ratio designated for youngest child.
- Fire safety and health inspections required every 3 years; building code inspection necessary only if required by local authorities.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience required for center directors or program supervisors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- Annual in-service training required for center staff.
- No special training required for infant care, special needs care, sick child care, or drop in care.
- Center staff required to be prescreened by child abuse clearance, criminal background check, Mantax test for TB; chest x-ray is required if TB test is positive; fingerprinting, medical examination, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed; must submit request for background check within 7 working days of hiring.
- No state recommended salary schedule for center staff.
- Minimum age requirement for director is 21; minimum age requirement for all other staff is 18.
- 3 written references required.
- CPR/first aid is a separate preservice and/or in-service training requirement.
- No policies regarding the use of temporary substitutes.

Complaint Procedure

- A summary suspension is used for serious health and safety violations.
- Length of time center has to come into compliance depends on the deficiency.
- Resource and referral agencies are notified when a center is closed.
- Complaints registered against a center are responded to.

Child Documentation

- No specific state guidelines for child enrollment.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Corporal punishment is prohibited.

Infant Care Programs

-Specific sections within requirements exist for centers which service infants.

Special Needs Child Care Regulations

-Non-discrimination is required.

Sick Child Care Program

-No separate regulations for caring for sick children programs.

Subsidized Child Care

-Is available; contact Monica Ellis, Division of Children and Family Services, OB-41, Olympia, WA 98504; (206) 586-5198.

Child Abuse and Neglect

-An abuse hotline exists.

Local Contact

-Local contact offices within the state exist.

Pending Legislation

-None.

WEST VIRGINIA

Information

Supplied by: Kay Tilton, Director
WVA Department of Health & Human Services
1900 Washington Street, East
Capitol Complex, Bldg. 6, Room 850-B
Charleston, WVA 25303
304-348-7980

300 licensed day care centers**

Regulations and Requirements

- License is required; licensing standards are the basic minimum requirements and are the foundation on which good day care is built.
- Nursery schools and preschools not regulated separately.
- Preapproval inspection is required.
- License is renewed every two years; no fee required.
- Staff/child ratios are: 0-2 years - 1:4; 2-3 years - 1:8; 3-4 years - 1:10; 4-5 years - 1:12; 5-6 years - 1:15; school age - 1:16.
- Space requirements per child: indoor - 35 sq. ft. (25 sq. ft. for crawling infants); outdoor - 75 sq. ft.
- Building code inspection required with initial license; fire safety and Dept. of Health inspections required initially and annually.
- No general liability or professional liability insurance required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience is required for staff as follows: center directors - high school diploma or GED, 9 college credits in early childhood education field or CDA, and one year work experience with young children; teachers - high school diploma or GED; teacher aides - full time, no requirements; (part time) can only work under the supervision of a full time teacher and with work permit.
- In-service training required annually but kind and amount not specified.
- Special training required for infant care; no special training required for special needs, sick child or drop-in care.
- Criminal background check of staff may be required at initial licensing of center; child abuse clearance, Martax test or chest X-ray, and medical examination required prior to employment and every two years; no required testing for AIDS or alcohol.
- Conditional hiring not allowed prior to prescreening.
- No state recommended salary schedules for center staff.
- Minimum age for staff as follows: director - 21 years; teacher and full time teacher aide - 18 years; part time teacher aides - 16 years.
- Two written references required; personal and employment.
- CPR not required; 8 hours of first aid training required for all adult staff.

Complaint Procedure

- No policies regarding immediately closing of a day care center.
- Warning required on any violation which does not endanger the health, safety or well-being of the children.
- A license may be revoked or modified to provisional status until determination of compliance.

**information unverified

- No policy regarding notification of resource and referral agencies of center closings.
- Complaint process requires notification to director of center before and after complaint is investigated and a written report of the results made.

Child Documentation

- Child documentation required includes: name, address, birth date, parent(s) or guardian(s) name, address, business address, phone numbers; name, addresses and phone numbers of emergency contact person; name address and phone numbers of authorized "pick up" persons; health and developmental information; name, address, and phone number of child's doctor; signed emergency medical form; attendance and fee charged.

Transportation

- Regulations require driver between 18-65 years; hold valid driver's license to transport children as required by State Dept. of Motor Vehicles; vehicle has age appropriate child restraints and seat belts; other specific regulations about safety and first aid.

Discipline

- State requires that punishment cannot be humiliating, shaming, frightening, or otherwise physically or emotionally damaging to children.

Infant Care Programs

- Separate regulations which include: written references of staff indicating previous successful experiences with young children; one week of pre-service training prior to center licensing and in-service training 3 times a year; other specific requirements around health, safety, nutrition, and meeting developmental needs.

School Age Programs

- No separate regulations; programs servicing school age shall provide a program that is designed to compliment and supplement the child's experiences at home and school.

Special Needs Child Care Regulations

- Some separate regulations; guidelines established by state Department of Health for centers servicing mentally retarded children; mainstreaming encouraged.

Sick Child Care Program

- No separate regulations.

Subsidized Child Care

- Is available; contact Dept. of Human Services, Charleston, West Virginia, 503-348-7980.

Child Abuse and Neglect

- Contact local Department of Human Services,

Local Contact

- Not available.

Pending Legislation

- None

WISCONSIN

Information

Supplied by: David B. Edie
Director, Office of Regulation and Licensing
Wisconsin Dept. of Health and Human Services
P.O. Box 7851
Madison, WI 53707
(608) 266-9314

1869 licensed day care centers

Regulations and Requirements

- License required; mandatory licensing for 4 or more children under 7 years old; mandatory certification for less than 4 with public funding; group day care centers defined as serving 9 or more; nursery/preschools not licensed separately.
- Licensed is renewed every 2 years; license fee is \$25 plus \$5 per child in licensed capacity.
- Preapproval inspection required.
- Space requirements per child: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: infants - 1:4; toddlers - 1:4; 2 to 2 1/2 year olds - 1:6; 2 1/2 to 3 year olds - 1:8; 3 to 4 year olds - 1:10; 4 to 5 year olds - 1:13; schoolage - 1:18.
- Initial fire safety and building code inspection required.
- General liability insurance required; professional liability insurance not required.

Prescreening, Training, and Staff Qualifications

- Preservice education, orientation and experience required for center directors, lead/head teachers and assistant teachers; preservice education required for teacher aides; orientation and in-service training required for food service personnel.
- Annual in-service training required.
- 15 hours in continuing education required annually for directors, child care teachers, and teacher aides.
- Special training required for infant care; no special training required for special needs care, sick child care, or drop in care.
- Staff required to be prescreened by Martax test for TB and medical examination; criminal background check is not required but staff must fill out a notarized statement on criminal convictions and pending charges; fingerprinting, child abuse clearance, chest x-ray, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening is allowed; 30 days for physical exam.
- No state recommended salary schedule for center staff.
- Minimum age requirement for administrator and program director is 21; minimum age for other staff is 18.
- No written references required.
- CPR/first aid is not a separate preservice and/or in-service requirement.
- Temporary substitutes must be similarly qualified.

Complaint Procedure

- When there is imminent danger, immediate closing of center is required.
- Center has 30 days to come into compliance.
- No formal process to notify resource and referral agencies when a center is closed.
- Complaints registered against a center are responded to; complaint is investigated; findings are issued.

Child Documentation

- The licensee must maintain an up-to-date written record at the center on each child enrolled and make it available to the licensing representative.

Transportation

- Separate regulations concerning the transportation of children exist.

Discipline

- Punishment which is humiliating or frightening to a child is prohibited; includes corporal punishment and verbal abuse.

Infant Care Programs

- Additional regulations for centers which serve infants exist.

School Age Programs

- Additional regulations for before and after school programs exist.

Special Needs Child Care Regulations

- No separate regulations for caring for special needs children, but discrimination is prohibited.

Sick Child Care Program

- Sick child care regulations concerning isolation of children, parental consent, etc. exist.

Subsidized Child Care

- Is available; contact DHHS, Kay Hendon: (608) 266-8200, or Marlene Showers: (608) 266-9192.

Child Abuse and Neglect

- Contact one of 72 county departments of Social Services or Human Services.

Local Contact

- The Dept. of Health and Human Services licenses day care centers through its six Division of Community Services Regional Offices.

Pending Legislation

- Governor's budget proposal regarding funding transfers, regulation, new federal funds, etc.

WYOMING

Information

Supplied by: Ken Kaz
Social Services Consultant
Department of Family Services
Hathaway Building
Cheyenne, WY 82002
(307) 777-5994

207 licensed day care centers

Regulations and Requirements

- License required; nursery/preschools not licensed separately.
- There no license fee and licenses are renewed annually.
- Preapproval inspection required.
- Space requirements: indoor - 35 sq. ft.; outdoor - 75 sq. ft.
- Staff/child ratios: 0 to 2 years old - 1:5; 2 to 3 years old - 1:8; 3 to 4 years old - 1:10; 4 to 5 years old - 1:15; 5 to 6 years old - 1:20; over 6 years old - 1:25. When age groups are combined, the staff requirements for the youngest age group present shall apply.
- Separate inspections required annually by Fire and Health Departments; building code inspection requirement depends on local authority.
- No general liability or professional liability required.

Prescreening, Training, and Staff Qualifications

- Preservice education and/or experience requirements for day care center directors; no requirements for lead/head teachers, assistant teachers, teacher aides, or the dietician and kitchen staff.
- 8 hours of annual in-service training required for center staff.
- Special training required for infant care; special training not required for special needs care, sick child care, or drop in care.
- Staff required to be prescreened by medical examination, and either Martax test for TB or a chest x-ray; fingerprinting, child abuse clearance, criminal background check, AIDS test, and drug and alcohol tests are not required.
- Conditional hiring prior to results of prescreening not allowed.
- No state recommended salary schedule for center staff.
- Minimum age requirement for director and staff is 19; minimum age requirement for aides is 16.
- 3 written references required from non-relatives.
- Within 6 months of employment in day care any person having direct contact with children shall complete a first aid and CPR course for infants and children; first aid training must be retaken every 3 years, and CPR training for infants and children must be renewed every year.
- Substitutes who fill in for day care center staff more than 3 times per month shall meet the same requirements as the staff member in respect to references, medical statement, TB test, all training and other staff requirements.

Complaint Procedure

- Policies exist that require immediate closing of a center.
- Length of time center has to come into compliance varies.
- Resource and referral agencies are notified when a center is closed.
- A detailed process exists for investigation of complaints registered against centers.

Child Documentation

-Center must maintain a record on each child.

Transportation

-Regulations concerning the transportation of children exist.

Discipline

-Discipline procedures can not include any discipline that is in violation of the child abuse and neglect statute. This includes excessive or unreasonable physical discipline and the commission or allowing the commission of a sexual offense against a child, as defined by law.

Infant Care Programs

-Separate regulations for centers which service infants exist.

Sick Child Care Program

-Separate regulations for caring for sick children exist.

Subsidized Child Care

-Is available; contact Ellen Sevall, Department of Family Services, Hathaway Building, Cheyenne, WY 82002: (307) 777-6848.

Child Abuse and Neglect

-Contact any one of the 23 local offices or any law enforcement agency.

Local Contact

-There are 5 regional offices.

Pending Legislation

-None.

STATE CONTACTS

Alabama

Ms. Betty Maxwell, Asst. Supervisor
Alabama Dept. of Human Resources
Office of Day Care & Child Devel.
50 Ripley St.
Montgomery, AL 36130
(205) 242-1425

Arizona

Clyde Dangerfield, Office Chief
DHS - Office of CDC Licensure
100 W. Clarendon, Suite 520
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Div. of Child Day Care Lic.
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New York City

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